

# BELMONT OASIS SWIM SCHOOL

## DIRECT DEBIT

### WINTER SUSPENSION FORM

**MEMBERSHIP NUMBER:**

**STUDENT NAME:**

**PARENT/GUARDIAN NAME:**

**CONTACT PHONE NUMBER:**

**CONTACT EMAIL:**

**DATE OF ABSENT CLASS/CLASSES:**

**NUMBER OF SUSPENDED LESSONS:**

**CONDITIONS:**

1. Free of charge Winter Suspension between July 1<sup>st</sup> – September 22<sup>th</sup> 2018.
2. Minimum of six (6) week suspension (6 swimming lessons) maximum of 12 weeks.
3. Winter suspension form **must be completed and sent before** the 3<sup>rd</sup> of June 2019 to apply for free, after the 2<sup>nd</sup> of June will incur a \$6.00 administration fee.
4. Please note:
  - Your child will be removed from the class for the duration of the suspension.
  - It is your responsibility to rebook your child into a class, please note your preference may not be available upon return.
  - Payments will automatically recommence one week after the suspension lifts.
5. Suspensions outside the Winter Suspension incur a \$3.00 p/w per student class holding fee.
6. Suspension applications cannot be backdated unless evidence supports request and upon management approval.
7. Membership suspension time will not be approved if the respective members' payments are not current and up to date.
8. Suspension requests must be in writing and signed by the member/parent or guardian. Electronically signed forms are accepted.
9. Suspension time is added onto the end of your contact minimum term. Please see your direct debit contract for more information. **Any suspension time may affect the cancellation date.**

Due to time differences and extenuating circumstances, it is required that a **minimum of three (3) business days' notice** be given to activate a suspension. Management reserves the right to update the suspension policy with 14 days' notice.

I have read and understand the conditions of the winter suspension.

I understand I will be removed from the current class and will need to rebook a week prior to the suspension lifting. I also acknowledge that my direct debits will recommence automatically.

**MEMBER SIGNATURE**

**DATE**

**FOR OFFICE USE ONLY:**

**RECEIVED BY:**

**RECEIVED DATE:**

**PROCESSED BY:**

**DATE:**

**CHARGE:**