

# Membership Suspension Request



HEADING ON HOLIDAY? NEED A BREAK? WE'RE HERE TO HELP.

## CUSTOMER DETAILS

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## SUSPENSION PERIOD

Start Date: \_\_\_ / \_\_\_ / \_\_\_\_ to End Date: \_\_\_ / \_\_\_ / \_\_\_\_

*Reason for Suspension:*

Holiday     Injury     Medical     Other (provide details): \_\_\_\_\_

Client sign: \_\_\_\_\_ Date: \_\_\_\_\_

\*there is a charge of \$5 per week. Suspensions are for a minimum of 1 week and maximum of 6 weeks.

Suspension may be possible under the terms of the Direct Debit Request (DDR) and Contract. You may suspend for a minimum of 1 week at a time so long as the total time suspended within the minimum term does not exceed 6 weeks. In order to suspend you must contact the Centre in writing with reasonable notice (at least 3 days) prior to the date of suspension, and all suspension requests must include a start date and an end date. There is a charge of \$5.00 per week dependent on the type of membership while the Agreement is suspended. Any time spent on suspension will be added onto the minimum term of the Agreement so that the amount payable shall still be payable regardless of any suspension or suspension charges made.

## OFFICE USE ONLY

- Suspend membership with Debit Success
- Suspend membership in Links

PROCESSED

BY: \_\_\_\_\_

DATE: \_\_\_\_\_