

## Newman Recreation Centre Membership Suspension – Application Form

Name: \_\_\_\_\_ Customer ID: \_\_\_\_\_  
 Contact number: \_\_\_\_\_ Date of application: \_\_\_\_\_  
 Date of departure: \_\_\_\_\_ Date of return: \_\_\_\_\_  
 No of days: \_\_\_\_\_  
 Current expiry: \_\_\_\_\_ New expiry: \_\_\_\_\_

### TERMS & CONDITIONS

- Membership suspension is available provided that all amounts payable for your membership are paid up to date.
- You can suspend your membership for travel or medical reasons upon provision of satisfactory supporting documentation. Supporting documentation approval is at the discretion of SoEP Recreation Management.
- All suspensions must be applied for in writing to us before 5pm on the day prior to the commencement of the suspension period. Suspensions will not be backdated.
- The membership will resume automatically after the suspension period has finished.

### ONGOING DIRECT DEBIT MEMBERSHIPS:

- Can be suspended twice per year (from membership start date) for no less than 7 days and no more than 6 weeks or 42 days. Applicable fee is \$10 per term.
- Direct debit fortnightly payment amount will be altered to reflect suspension dates.

### FIXED TERM/UPFRONT MEMBERSHIPS:

- 3 month memberships can be suspended once per term for no less than 7 days and no more than 42 days. Applicable fee is \$10 per term.
- 6 and 12 month memberships can be suspended twice per term for no less than 7 days and no more than 6 weeks or 42 days. Applicable fee is \$10 per term.
- For term memberships, the period of suspension will be added to the end of the membership term.

#### Office Use Only

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Details entered in Links                        |
| <input type="checkbox"/> | \$10 fee paid                                   |
| <input type="checkbox"/> | Member advised of suspension terms & conditions |
| <input type="checkbox"/> | Below confirmation provided to member           |

*(Cut along line for member to retain for their record)*

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

Customer ID: \_\_\_\_\_

Suspension dates applied: \_\_\_\_\_

Ongoing Direct Debit Membership  Expiry: \_\_\_\_\_

Fixed Term/Upfront Membership  New Expiry: \_\_\_\_\_

Process By: \_\_\_\_\_ Date: \_\_\_\_\_