

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 \$0.25 per day.
- 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 \$0.25 per day.
- 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 \$0.25 per day.
- For term memberships, the period of suspension will be added to the end of the membership term.

Signature: _____

Office Use Only	
<input type="checkbox"/>	Details entered in Xplor
<input type="checkbox"/>	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)

Name:			
Customer ID:			
Suspension dates applied:			
Ongoing Direct Debit Membership:		Expiry:	
Fixed Term/Upfront Membership		New Expiry:	
Processed by:		Date:	