

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

- Details entered in Links
- \$10 fee paid
- Member advised of suspension terms & conditions
- 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: _____