



Cancellation of Membership Form

Fax Transmission Data (703)250-8642

To: **Business Office**
 From: _____
 Fax #: _____
 Number of pages (including this one): _____

This is a fax-ready form.

_____ Regular Memb (White Card) _____ Daytime Memb (Green Card)
 Member's Account Number _____
 Name _____
 Street _____
 City _____ State _____
 Zip _____

Please check the program(s) you were enrolled in:

Program	Ind.	Family	Name of Participant(s)
RACQUET	_____	_____	_____
SWIM	_____	_____	_____
FITNESS	_____	_____	_____
SWIM/FIT	_____	_____	_____
MASTERS	_____	_____	_____
EVERYTHING	_____	_____	_____

Today's Date ___/___/___

Cancel Date ___/___/___

(Please read Provisions For Cancellation below)

Office use only
 Mem Type _____
 Pmt plan _____
 Init. fee _____
 PIF Amt _____
 Exp Date _____
 Received _____

How were you billed for your membership?:

_____ Full payment _____ Monthly payments

****Cancelled Memberships that were paid in full will be refunded the unused \$ amount of that membership.****

Reason for cancellation (optional): _____

PROVISIONS FOR CANCELLATION OF MEMBERSHIP

Regular Memberships cannot be cancelled within the first 12 months of joining, unless member is transferred from the area for company or military service or member cannot continue due to medical reasons. (Proper documentation is required for either circumstance.)

Temporary Memberships cannot be cancelled and/or refunded, unless member cannot continue due to medical reasons.

Daytime Memberships can be cancelled within the first 12 months of joining.

The Daytime Membership initiation fee must be repaid if member wishes to rejoin the Daytime Program.

For Regular Membership, cancellation must be provided with at least 30 days notice.

For Daytime Membership, cancellation must be provided with at least 30 days notice.

A membership that expires in same month in which you want to cancel can be cancelled with less than 30 days notice.

All membership balances must be paid and up to date before the last day of cancellation. On all unpaid balances due, management reserves the right to collect for past due amounts and related finance charges.

Membership cancellations may not be taken over the phone. Member signature is required.

Swim Team membership cancellation cannot occur without authorization from the Team Head Coach, Peter Morgan.

This cancellation notice, and all membership cards, can be delivered or faxed to: Burke Racquet and Swim Club, 6001 Burke Commons Road, Burke, Virginia 22015. Tel: 703-250-1299 FAX: 703-250-8642 (attn: Business Office)

MEMBER SIGNATURE

DATE