

Swim School Suspension



Parent's full name: _____

1st Child's full name: _____

2nd Child's full name: _____

3rd Child's full name: _____

Phone number: _____ Reason: _____

Start date: _____ Reactivate on: _____

Conditions for Direct Debit members:

- Suspensions are for a minimum of 2 weeks and a maximum of 6 weeks in a 12 month period.
 - Suspensions will incur a fee of \$5 per week per child to secure their placement in the program.
 - Due to time differences and extenuating circumstances, it is required that a **minimum of five working days' notice be given to activate a suspension. Your cancellation notice period still applies when wanting to cancel during the suspension period.**
 - Suspension applications cannot be backdated unless a medical certificate is supplied. Medical suspensions may incur a fee and have a maximum term of seven weeks.
 - If a member/parent or guardian is unable to attend the centre to apply for suspension time, they must get a family member or representative to sign the suspension form on the member's behalf.
 - Membership suspension time will not be approved if the respective member's payments are not current and up-to-date.
- I have read and understand the conditions of suspension and agree to the conditions.

Member Name _____

Date _____

Submit Form

Office Use Only					
Processed by:			Date:		
DS Suspension:	Yes	No	Medical:	Yes	No
Charge:	Yes	No	Suspend lesson:	Yes	No
1 st Child ID:					
2 nd Child ID:					
3 rd Child ID:					