

**SWIM SCHOOL MEMBERSHIP CANCELLATION REQUEST FORM**

NAME: .....

ADDRESS: .....

EMAIL: .....

PHONE: .....

REASON FOR CANCELLATION:  
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CANCELLATION START DATE:  
.....  
.....

**SWIM SCHOOL MEMBERSHIP CANCELLATION CONDITIONS:**

- Direct Debit Enrolments may be cancelled.
- Cancellation requests require at least fourteen (14) days' written notice at the UniActive Swim School reception by completing the 'Membership Cancellation Form'. This can also be emailed to [pulse-swimschool@uow.edu.au](mailto:pulse-swimschool@uow.edu.au)
- If less than fourteen (14) days' notice is provided, the parent or guardian acknowledges and accepts payment for the next fortnightly period. Any fortnightly payments attributable to the nominated suspension period is credited towards the next applicable fortnightly payment period.
- Additional or in program cancellations will only be granted for medical reasons or exceptional circumstances. A request must be made in writing to UniActive Management and include supporting documentation (e.g. medical certificate).
- Once a cancellation is processed, the parent or guardian acknowledges and accepts that lesson preference will be given to those Members currently enrolled in the program and the same lesson day/time.
- Please refer to our UniActive Swim School Terms and Conditions on the UniActive webpage – cancellations

SIGNATURE: ..... DATE:.....

**Office Use Only**

Date Completed	Signature
Comments	

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