

**SWIM SCHOOL MEMBERSHIP SUSPENSION REQUEST FORM**

MEMBERS NAME.....

ADDRESS: .....

EMAIL.....PHONE: .....

REASON FOR SUSPENSION:  
.....  
.....

SUSPENSION START DATE: .....

SUSPENSION END DATE: .....

**SWIM SCHOOL MEMBERSHIP SUSPENSION CONDITIONS:**

- If a Swim school membership has been suspended, the parent or guardian acknowledges that once the suspension end date has come that the student/s will be enrolled back into our program and this will reactivate the students Direct Debit payment schedule.
- Suspension requests require at least fourteen (14) days' written notice at the UniActive Swim School reception by completing this 'Membership Suspension 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.
- Once a suspension is processed, the Member is not permitted to attend classes within the nominated suspension period.
- Once a suspension 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 may not be available once the suspension period has ended.
- Please refer to our UniActive Swim School Terms and Conditions on the UniActive webpage – suspensions

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

**Office Use Only**

Date Completed	Signature
Comments	