



## Suspension/Cancellation of Coaching Fees

I would like to request that the coaching fees for \_\_\_\_\_

Squad level \_\_\_\_\_ be suspended / cancelled (please circle)

from \_\_\_\_/\_\_\_\_/20\_\_\_\_ until \_\_\_\_/\_\_\_\_/20\_\_\_\_

Reason for Suspension / Cancellation (please tick the appropriate box below)

- |  |  |   |                                |
|--|--|---|--------------------------------|
| <input type="checkbox"/> Injury or Illness | <input type="checkbox"/> Extended family holiday | <input type="checkbox"/> Financial      |                                |
| <input type="checkbox"/> Taking a break    | <input type="checkbox"/> No Longer Swimming      | <input type="checkbox"/> Changing Clubs | <input type="checkbox"/> Other |

Conditions of Suspension / Cancellation of Coaching Fees:

1. Fees may be suspended for injury, illness or holiday periods exceeding 4 weeks duration only.
2. Coaching fees can be suspended for a maximum of 8 weeks per membership year (Oct 1 – Sept 30).
3. Suspension will not be backdated unless a valid medical certificate is produced.
4. Suspension and Cancellation requests, other than injury or illness, must be received 4 weeks prior to the commencement date.
5. Suspension or Cancellation requests will not be deemed approved until a confirmation email is sent, which may take up to 5 business days from receipt of request.

I acknowledge and agree to the conditions above.

Parent/Guardian Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_