

## ACU ACTIVE, SUSPENSION FORM

### So you want to suspend your membership?

Memberships may be suspended for a maximum of three (3) months during the course of the membership annually, for the following reasons:

- Injury/illness (must provide medical documents)
- Holiday/vacation periods

### Requirements

- You must complete a Suspension Form and submit it to ACU Active. You will receive an email confirmation of your Membership Suspension, detailing the date the suspension will commence and the date the suspension will be automatically removed.
- Suspension requests will not be accepted via email or phone call.
- Membership suspensions must be completed at least seven (7) days prior to a fortnightly debit. Memberships suspended after this date will not be processed until the next fortnightly debit.
- Membership payments will automatically recommence on the below stated "I would like my next payment to occur on" date, or after the maximum 3-month period – whichever occurs first.

### Sorry

- If you have any outstanding fees, you cannot suspend your membership.
- Refunds are not available for suspensions.
- Suspensions will not be back dated.
- You are not entitled to use any ACU Active facility during the suspension period. If this occurs, payments will automatically recommence from the date of access.

To discuss your membership suspension, please email [acuactive@acu.edu.au](mailto:acuactive@acu.edu.au).

## ACU ACTIVE SUSPENSION FORM

### APPLICANT INFORMATION

Full Name:		Facility Location:	
Date:	Student/Staff ID:	Phone:	
Address:			
City:	State:	Postcode:	
Email Address:			

### SUSPENSION

Student <input type="checkbox"/>	Staff <input type="checkbox"/>	Community <input type="checkbox"/>
I would like to suspend my membership from:		
I would like to start my membership on:		
Reason for Suspension:		
Additional supporting comments/evidence:		

### SIGNATURES

<b>Authorisation</b>	
<input type="checkbox"/> I agree to the conditions outlined above	
Name:	Date:
Signature:	

### OFFICE USE ONLY

Date Request Received:	Approved by:	Processed Date:
Signature:		