



Member Requirement for Notice of Cancellation

When the initial term of a fitness center membership at the DiSepio Fitness Center has been completed, the membership will continue indefinitely until written notification is received from the member(s) to cancel the membership. Payment will continue to be drafted via payroll deduction for monthly members. For individuals that have opted to pay per semester, payment must be made prior to the end of the first week of the semester prior to late fees being assessed to the account.

If a cancellation is requested, a member must notify us in one of two ways:

1. Written letter or email
2. In person

Both of these options must be exercised prior to the month the member wants the cancellation to become effective. For example, if a member notifies the Fitness Center of their desire to cancel on May 5, the cancellation will become effective immediately, but another payroll deduction will occur. Upon initial registration, faculty and staff are given immediate access and not charged until the ensuing pay period. Therefore, once a membership is terminated, there will be one more payment deducted from their paycheck. Members who have had Fitness Center privileges revoked or suspended are not eligible for refunds of their membership fees. For members that elect to pay per semester, and decide to cancel their membership, these members will not be issued a refund.

At the time a member chooses to cancel their membership, they must complete a Membership Cancellation Form and submit it to the Health Promotion and Service Specialist at the DiSepio Institute. Also, members who elect payroll deduction must complete a Stop Payroll Deduction Form to cancel their membership.

I understand the cancellation policy and am in agreement with the above policy.

Print Name _____

SFU ID# _____

Signature _____

Date _____

Witness _____