

MEMBERSHIP SUSPENSION AGREEMENT FORM

Memberships may be suspended for a maximum of 3 months for the following reasons:

- a. Injury/Illness (must provide medical documents).
- b. Faculty/ Staff taking leave of absence (must provide proof of leave).
- c. Military activation (must provide proof).
- d. Working out of town (must provide proof).

*Suspensions are for a minimum of one month at a time

I hereby submit my membership identification card (s) to suspend my membership contract for a period from ____/____/____ to ____/____/____

I understand that I will not be entitled to any membership privileges during this period. I will receive an extension comparable to the date I turned in my membership identification card(s).

Reason for Suspension _____

Print Name

Address

Signature

Phone Number

Office Use Only

Suspension Start Date: _____

Old Expiration Date: _____

New Expiration Date: _____

Attach proof for suspension along with this document to patron's permanent records



Northwestern University Fitness and Recreation

Membership Suspension Procedures

For what reason can I suspend my membership?

Memberships may be suspended for a one month minimum and a three month maximum for the following reasons:

- a. Injury/Illness (must provide medical documents).
- b. Faculty or Staff taking leave of absence (must provide proof of leave).*
- c. Military activation (must provide proof).
- d. Working out of town (must provide proof).

*Sabbatical leaves are honored in full with proof from Department Chair.

For how long can I suspend my membership?

You can suspend for a maximum of three months for each 12 months of your membership. Suspensions are for a minimum of one month at a time.

What happens with serious Injury or health related suspensions?

A medical suspension requires a doctor's letter stating the reason and length of absence (up to 3 months) for each 12 months of your membership or (up to 1 month) for each 3-month membership. In some cases we will consider written request for longer suspension.

What happens if I want to return to the gym earlier than planned?

Please advise the Membership Office and we will return your membership status to normal adjusting any suspension accordingly.

What happens if I am away from longer than planned?

Your membership will automatically be activated based on the maximum allowed suspension length.

Can I suspend at any stage of my membership?

You must have at least 4 months remaining on an annual membership or 2 months on the quarter memberships.