

# Swim School Membership Suspension & Cancellation form



CITY OF  
ADELAIDE

ADELAIDE  
AQUATIC CENTRE

## Parent / Guardian Details

Parent/Guardian Details must match the student's file

Name		Contact Number	
Email			

## Student Details

	Swim School Number	Name	Day	Time
Student 1				
Student 2				
Student 3				
Student 4				

## Suspension Details

Membership may be suspended. Suspension must be for a minimum of 1 week to a maximum of 2 weeks. Suspension details must be received 7 days prior to the suspension date. Your day and time in the class will be secure until you return.

Suspension Start Date		Suspension End Date	
Total Weeks of Suspension			

## Cancellation Details

A cancellation means you no longer wish to be enrolled in Swim School at this time.

The cancellation request must be received 7 days prior to any upcoming Direct Debit dates to avoid payment.

Student	Last Lesson Date		Final Debit Date	
Student 1				
Student 2				
Student 3				
Student 4				

## Cancellation Reasons

Please select all that apply

- Moving
  Conflicting Activity
  Lack of Progression
  Class Availability
  Injury/Illness

Other
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## Acknowledgment

Parent/Guardian to sign if member is under 18.

Student Name			
Parent/Guardian Name			
Signature		Date	

## OFFICE USE ONLY

### Form Received

To be completed by staff member upon receiving/completing the form

Date		Staff Member	
<b>Actioned</b>			
Date		Staff Member	