



# MEMBERSHIP CANCEL / FREEZE / HOLD REQUEST

Date: \_\_\_\_\_

Member: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Request:       Cancel       "Freeze" a Monthly Draft       "Hold" a Paid In Full

Reason: \_\_\_\_\_

**We want you to be well informed and understand that:**

- you must be present to cancel
- any outstanding membership dues must be paid prior to cancellation
- if you wish to cancel, you must provide written notification via this form 10 days prior to the date of your draft
- if your draft is scheduled within 10 days of your request to cancel, that draft has to be processed then you may cancel
- all paid in full memberships are non-refundable
- you can "freeze" your monthly draft one time per year
- if you provide a doctors excuse/release, a redeemed/active paid in full membership 12 months or greater can be put on "hold" one time for up to 3 months with payment of a \$50 hold fee

Member Request:     in person     email     fax

Member Signature: \_\_\_\_\_

Date: \_\_\_\_\_

H & F Staff Rep: \_\_\_\_\_

Date Request Received/Processed: \_\_\_\_\_

INTERNAL ACTIVITY FOR RECOVERY & RETENTION

H & F Staff Rep: \_\_\_\_\_

Date: \_\_\_\_\_

**BODYWORKS - BECKLEY • 9 YELLOW WOOD WAY, BECKLEY, WV 25801 PHONE: 304.255.2376 EXT. 102 • FAX: 304.255.7120**

**BODYWORKS - PINEVILLE • 454 APPALACHIAN HWY. RT. 10, PINEVILLE, WV 254874 PHONE: 304.202.0424 • FAX: 304.732.8800**