



Stafford Gymnastics Suspension/Cancellation Form

Child Surname: _____ Child First Name: _____ DOB: _____

Child's Class: _____ Class Day: _____ Class Time: _____

Parent/Guardian Full Name: _____ Mobile No.: _____

Suspension Request From: _____ To: _____

Members have the privilege to suspend their enrolment by e-mailing fst.adminaccount@ymcabrisbane.org. Members are entitled to suspend their enrolment for a maximum of 2 unpaid weeks per 12 week block of payments (8 weeks per year). All suspensions must be actioned before the nominated time period. Suspensions will not be back dated.

Cancellation Request - Please confirm that 12 Active Weeks have been completed YES/NO

To assist us in always improving, please provide your REASON FOR CANCELLATION:

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Members may cancel an enrolment after the minimum period of 12 active weeks (6 fortnightly payments. You must provide fourteen (14) days' notice if you wish to cancel your enrolment. To cancel your enrolment, please e-mail fst.adminaccount@ymcabrisbane.org. A confirmation return email from us is required to finalise the cancellation. Any fees due within your fourteen (14) days' notice period will be charged as normal and any outstanding fees must be paid at the time of cancellation. Cancellations will be processed from the date of receipt of your request.

Parent/Guardian Signature: _____ Date: _____

Office use: Processed by: _____ Date: _____
Suspension – DD date held: _____ Actioned on Links: _____
Cancellation – 14 Days' notice actioned YES/NO Last DD: _____