



THIS IS A NOTICE FOR..

PROGRAM DROP or **ACCOUNT ON HOLD****
Check mark here.. .. or Check mark here

You must submit this form 30 days before stopping class

** The "Account on Hold" option may be held for a minimum of 1 month, and a maximum of 3 months. Over 3 months of no activities is considered a "Program Drop". Putting your account on hold does not guarantee a spot in the same class when the student returns. To discontinue class(es) **and stop charges**, complete this form and fax, mail or scan and email at info@zenithgym.com, or return it to the front office.

You will be charged for tuition 30 days out from the date our office receives the notice, plus any pending payment that is owed. Major credit cards by phone or at front office, check or cash are accepted for payment. **Payment for the 30 days is required at the time the notice is submitted.**

Keep in mind that ... If the 30 days notice payment is not used or partially used, AND if you decide to come back within 90 days after the date of the drop notice, your account will be re-activated and a credit will be applied for the amount of the unused 30 days period.

By giving the 30 days period, your membership will remain active until expiration of the annual registration fee.

This notice is valid until the end of the 30 days notice period mentioned below. Please notify the front office if your plans change and you do not want to drop the program any longer.

1. 1. _____ 2. _____
Student's First, Middle and Last Name
3. _____ 4. _____

2. Today's Date: ____/____/____ Last Day will be: ____/____/____

Note: **Whether Last Day makes 30 days or not from today, you still owe 30 days.** Please make sure to check your account balance with the front office, then remit your final payment.

3. If Account on Hold, please indicate the Return's Date: ____/____/____

4. Class Day / Time / Coach: _____
List class(es) to drop or put on hold _____

5. Reason for drop or break: _____

6. _____
Signature of parent/guardian responsible for payment Parent/guardian Full Name

OFFICE USE ONLY:

Received by Front Office Staff:

Processed:

Name: _____

In Proschool

Registration form removed

Date: _____

In Quickbooks

Credit Card Auth. Form removed

Notes: _____

