**Valley Ranch Taekwondo**

**Membership Hold/Cancellation Form**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address for Confirmation Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Holds and cancellations are based off the student’s billing date. For example, then a hold on classes can be placed from June 20th through July 20th, not for the month of July.

For cancellations: Per the terms of your membership agreement, **Valley Ranch Taekwondo requires a thirty (30) day written notice in order to terminate a membership**. All memberships must be at a $0.00 balance before a cancellation request is able to be processed. Valley Ranch Taekwondo is unable to provide a refund or partial pro-rate for memberships cancelled without sufficient notice.

For holds: Students may elect to place their membership on hold for up to three (3) consecutive calendar months rather than cancelling their membership. All memberships placed on hold are locked in at their current monthly billing rate until the date provided below for a member’s return to classes. All memberships must be at a $0.00 balance before a hold request is able to be processed. Valley Ranch Taekwondo is unable to place a membership on hold for a time period less than thirty (30) days, or to provide a partial pro-rate for hold months. A return date is required for all hold memberships. Memberships that are cancelled before the next scheduled billing date after a hold expires may be subject to a cancellation fee not to exceed one month’s tuition. **If you forget to place your membership on hold we are not able to apply that month’s payment towards a different month. Please allow at least ten business days notice to process a membership hold.**

* Please cancel my membership. My last day will be: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Please place my membership on hold between the following dates:

Hold start date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I will resume classes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (please note that billing will automatically resume within one week of the date provided)

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

Office Use Only

Received on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Confirmation emailed on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Held on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Entered into spreadsheet: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For cancellations - final billing date and amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For holds - billing will automatically resume: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_