



Month-to-Month Membership Downgrades

In accordance with the terms of the Membership Agreement, the primary member on a month-to-month membership may remove the secondary individual and/or their dependents by submitting a written downgrade request. Requests may be submitted via certified mail, by emailing the completed downgrade form to CancelRequests@OlympicAthleticClub.com, or by delivering the request in person to the front desk at Olympic Athletic Club.

Downgrade requests must be received no later than the 25th day of the month prior to the next billing cycle. Notices received after the 25th will be processed for the following billing cycle.

Example: If a downgrade request is received by January 25, the current membership will remain active through January, and the membership will be downgraded to the new membership type on February 1.

Upon approval, the primary member will be downgraded to the applicable month-to-month membership type at the current monthly rate.

Example: If the primary member on a Month-to-Month Family Membership submits a downgrade request to remove their dependents from the account, the membership will be downgraded to a Month-to-Month Couple Membership at the current rate.

12-Month Membership Downgrades

Primary members with a 12-month contracted membership may remove the secondary and/or dependents prior to the end of the contract term only by paying the remaining balance of the agreement or for a qualifying reason defined as "Cause" under the Membership Agreement, which includes:

- Total disability of the member (doctor's note required)
- Death of the member

Requests for early removal that do not meet the definition of "Cause" are subject to management approval and may result in monetary penalties for breach of contract.

Members wishing to downgrade at the conclusion of their 12-month contract must submit a written request in accordance with the downgrade terms outlined below.

Downgrade requests must be received no later than the 25th day of the month prior to the next billing cycle. Notices received after the 25th will be processed for the following billing cycle.

Example: If a downgrade request is received by January 25, the current membership will remain active through January, and the membership will be downgraded to the new membership type on February 1.

Upon approval, the primary member will be downgraded to the applicable month-to-month membership type at the current monthly rate.

Example: If the primary member on a 12-Month Family Membership submits a downgrade request to remove their dependents from the account, the membership will be downgraded to a Month-to-Month Couple Membership at the current rate.

Downgrade Request Form

(Please email the completed form to CancelRequests@OlympicAthleticClub.com or drop it off in person to the front desk at Olympic Athletic Club.)

Primary's First Name: _____ Primary's Last Name: _____

Primary's Email: _____ Primary's Phone: (____) _____ - _____

Requested Downgrade Date: _____ / _____ / _____

Individuals to be Removed from the Membership:

- Only Secondary
- Only Dependent(s)
- Both Secondary and Dependents

By signing below, I (Member) agree to the rules set forth above. I acknowledge that this form serves only as a downgrade *request*, and is subject to approval by OAC Management.

Signature: _____ Date: _____ / _____ / _____

**PLEASE NOTE THAT THE ABOVE POLICY FOR DOWNGRADES DIFFERS FROM THE CANCELLATION POLICY, WHICH
REQUIRES REQUESTS TO BE SUBMITTED BY the 25th AT LEAST 30 DAYS IN ADVANCE OF THE NEXT BILLING CYCLE**