



## **Cancellation Policy**

Members with any membership type may cancel without penalty by submitting a written request within 3 days of enrollment.

### **Month-to-Month Membership Cancellations**

In accordance with the terms of the Membership Agreement, members with a month-to-month membership may cancel at any time by submitting a written termination request. Requests may be submitted via certified mail, by emailing the completed cancellation form to [CancelRequests@OlympicAthleticClub.com](mailto:CancelRequests@OlympicAthleticClub.com), or by delivering the request in person to the front desk at Olympic Athletic Club.

**Cancellation requests must be received no later than the 25th day of the month and at least thirty (30) days prior to the next billing cycle. Notices received after the 25th will be processed for the following billing cycle.**

**Example:** If a cancellation request is received by January 25, the membership will remain active through February, and no billing will occur on March 1.

Upon approval, the member is responsible for the final billing cycle. All future charges will cease thereafter. The official termination date will be the last day of the final paid billing period. Any outstanding balance must be paid in full prior to termination.

### **12-Month Membership Cancellations**

Members with a 12-month contracted membership may cancel 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 termination 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 cancel at the conclusion of their 12-month contract must submit a written termination request in accordance with the cancellation terms outlined below.

**Cancellation requests must be received no later than the 25th day of the month and at least thirty (30) days prior to the next billing cycle. Notices received after the 25th will be processed for the following billing cycle.**

**Example:** If a cancellation request is received by January 25, the membership will remain active through February, and no billing will occur on March 1.

Upon approval, the member is responsible for the final billing cycle. All future charges will cease thereafter. The official termination date will be the last day of the final paid billing period. Any outstanding balance must be paid in full prior to termination.

### **Cancellation Request Form**

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

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Requested Termination Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Cancellation Reason:

- Medical
- Moving
- Non-Use
- Cost
- Other: \_\_\_\_\_

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_