

# Membership Cancellation Form



We are sorry to hear you have decided to end your membership at the Lincoln Community Fitness Center!

**Installment Billing Cancellation:** Once the duration of the initial year term is fulfilled, annual members have the option to cancel their membership with a minimum of 30-days written notice before the last payment will be withdrawn.

**Early Termination:** Members will not be allowed to terminate their contract unless there is an extenuating circumstance that involves the following: death or terminal illness (with obituary/death certificate or medical documentation), or a change in residency of more than 30 miles from the Lincoln Community Center. In the latter case, payment on this agreement shall be cancelled upon legitimate verification of the move. The remainder of the contract fees will be prorated to the member minus a \$3.00 processing fee.

*Drop off or mail this form to Lincoln Community Center 2450 Lincoln Street, Highland Indiana 46322. If mailed in, we use the post mark on your letter as the first day of your required 30 day notice. We highly recommend using certified mail so that you receive a signed receipt of delivery for your records.*

*\*Please note if you are not able to print this form or stop in at the Lincoln Center to fill one out, you may hand write in legible PRINT, a letter with all info that is requested and mail it in.*

**Member(s) to Cancel** (Each member(s) name, including minors, must be listed in order to be processed).

1. Full Name \_\_\_\_\_ Date of Birth \_\_\_\_\_
2. Full Name \_\_\_\_\_ Date of Birth \_\_\_\_\_
3. Full Name \_\_\_\_\_ Date of Birth \_\_\_\_\_
4. Full Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Current Address \_\_\_\_\_

Email to receive confirmation \_\_\_\_\_

Contact number \_\_\_\_\_

*I wish to cancel my/our fitness center membership(s)*

Signature of member / head of household: \_\_\_\_\_

Date: \_\_\_\_\_

To help us maintain our standards, please let us know your reason for cancelling:

\_\_\_\_\_