



# Cancellation of Membership Form

**Fax Transmission Data (703)250-8642**

To: **Business Office**  
 From: \_\_\_\_\_  
 Fax #: \_\_\_\_\_  
 Number of pages (including this one): \_\_\_\_\_

**This is a fax-ready form.  
 No cover sheet necessary.**

Or you can scan & email this sheet to: [contact@burkeclub.com](mailto:contact@burkeclub.com)

\_\_\_\_\_ Regular Memb (White Card)      \_\_\_\_\_ Daytime Memb (Green Card)

Member's Account Number \_\_\_\_\_

Name \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Zip \_\_\_\_\_

Please check the program(s) you were enrolled in:

Program	Ind.	Family	Name of Participant(s)
RACQUET	_____	_____	_____
FIT/SWIM	_____	_____	_____
EVERYTHING	_____	_____	_____
MASTERS	_____	_____	_____

Today's Date \_\_\_/\_\_\_/\_\_\_

Cancel Date \_\_\_/\_\_\_/\_\_\_

(Please read Provisions For Cancellation below)

How were you billed for your membership?:

\_\_\_\_\_ Full payment      \_\_\_\_\_ Monthly payments

\*\*Cancelled Memberships that were paid in full will be refunded  
 the unused \$ amount of that membership.\*\*

<u>Office use only</u>	
Mem Type	_____
Pmt plan	_____
Init. fee	_____
PIF Amt	_____
Exp Date	_____
Received	_____

Reason for cancellation (optional): \_\_\_\_\_

### PROVISIONS FOR CANCELLATION OF MEMBERSHIP

**Regular Memberships cannot be cancelled within the first 12 months of joining**, unless member is transferred from the area for company or military service or member cannot continue due to medical reasons. (Proper documentation is required for either circumstance.)

Temporary Memberships cannot be cancelled and/or refunded, unless member cannot continue due to medical reasons. (Proper documentation is required for this circumstance.)

Daytime Memberships can be cancelled within the first 12 months of joining.

The Daytime Membership initiation fee must be repaid if member wishes to rejoin the Daytime Program.

**For Regular Membership, cancellation must be provided with at least 30 days notice.**

**For Daytime Membership, cancellation must be provided with at least 30 days notice.**

A membership that expires in same month in which you want to cancel can be cancelled with less than 30 days notice.

All membership balances must be paid and up to date before the last day of cancellation. On all unpaid balances due, management reserves the right to collect for past due amounts and related finance charges.

Membership cancellations may not be taken over the phone. Member signature is required.

Swim Team membership cancellation cannot occur without authorization from the Team Head Coach, Peter Morgan.

This cancellation notice, and all membership cards, can be delivered or faxed to: Burke Racquet and Swim Club, 6001 Burke Commons Road, Burke, Virginia 22015. Tel: 703-250-1299 FAX: 703-250-8642 (attn: Business Office)

\_\_\_\_\_  
MEMBER SIGNATURE

\_\_\_\_\_  
DATE

By signing, you agree that you have read and understand the PROVISIONS FOR CANCELLATION OF MEMBERSHIP