

# RECREATIONAL SPORTS

## MEMBERSHIP CANCELLATION REQUEST

A written cancellation notice is required 30 or more days prior to actual cancellation date with the following month serving as the last month to be charged.

If family members wish to continue the membership, one family member will become the prime member and will be charged accordingly.

A \$40 processing fee is applied for early cancellation within first 12 months of membership. Please complete payment info below, cancellation not processed without payment.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone (W): \_\_\_\_\_ Phone (H): \_\_\_\_\_ Ohio State Email: \_\_\_\_\_

Member/ Employee#: \_\_\_\_\_ Other Email: \_\_\_\_\_

\*Confirmation of cancellation will be emailed to address provided. If you do not receive confirmation within a week please contact [recsports@osu.edu](mailto:recsports@osu.edu)

Reason for cancellation: \_\_\_\_\_

Would you like to cancel family members?  Yes  No

If yes, names: \_\_\_\_\_

Do you have a locker?  Yes  No

Ohio State employee payroll schedule:  Bi-weekly  Monthly

Notes: \_\_\_\_\_

\*Please fax this form to 614-688-1350 or deliver to the RPAC Welcome Center.

Member Signature: x \_\_\_\_\_ Date: \_\_\_\_\_



Please indicate payment method (check one):

Check Enclosed

CC on File

Other Credit Card:  Visa  Master Card  Discover  American Express

CC# \_\_\_\_\_ Expiration Date: \_\_\_\_\_

\*Please do not email credit card information.

### For office use only

Cancellation payment processed:

Yes  No

If no, why? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Staff Signature:

x \_\_\_\_\_

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

