

# Korte Recreation Center

## Membership Cancellation Authorization

### ***Auto Debit Policy***

Auto-debited memberships may be cancelled after completing one continuous year. After one year, the membership may be cancelled by presenting a written statement by the first of the month in order to stop the payment for that month. As required by the City Attorney, the statement must be signed by **both heads of household** to cancel family memberships.

### ***Moving Policy***

Memberships may be cancelled when documentation of moving to a location 15 or more miles further away from Highland from the current address with required documentation for verification. Refund checks are processed within 3-4 weeks.

I/We \_\_\_\_\_ choose to cancel my/our  
(Name(s) please print)

membership at Korte Recreation Center as of \_\_\_\_\_.  
(Date)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

#### ***Office Use Only:***

*Auto Debit Cancellation*

*Moving Cancellation*

*If family pass, signed by both HOH*

*Address Verification Attached*

*Received by:* \_\_\_\_\_

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

*Processed by:* \_\_\_\_\_

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

*Expiration Date:* \_\_\_\_\_