

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 such as a lease or closing statement. 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

Contact Phone Numbers

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: _____