

RRB Fitness Center Membership Cancellation Policy

In order to provide the best possible service to our members, please review our membership cancellation policies.

As mentioned in the Membership Agreement, cancellation of a fitness center membership can be issued for the following circumstances:

- 1) Retirement from the federal civil service
- 2) Reassignment to a non-participating federal agency
- 3) Geographical reassignment
- 4) Extended office travel for a period exceeding 60 days
- 5) Injury or extended illness (with a doctor's statement of non-participation)
- 6) Other extenuating circumstance approved by your agency's representative

All membership cancellation requests **MUST** be received in writing via the membership cancellation form, which can be obtained from the fitness center staff. Proper documentation must accompany the form. Proper documentation includes:

- 1) Formal notification of relocation/reassignment/TDY travel orders
- 2) Retirement paperwork
- 3) Agency separation or transfer checklists
- 4) Official supervisory notes on agency letterhead with appropriate signatures
- 5) Doctor's notes on clinic/facility letterhead

Documents that are not acceptable include:

- 1) E-mail messages
- 2) Faxed handwritten notifications from supervisors not on letterhead
- 3) Phone calls requesting cancellation

_____ [Applicant's Initials]

Refunds may be issued for the previously mentioned circumstances with the appropriate documentation. Under no circumstance will retroactive refunds be granted for late notification of retirement, relocation, resignation, TDY orders, etc. All refunds will be based on the date we received written notification of membership cancellation. Non-EPA Members who have paid their membership fees in full via electronic funds transfer (EFT) may receive pro-rated refunds for cancelled months. EPA members who have paid their membership fees in full via EFT will receive refunds for cancelled quarters. **Credit union lump sum transactions CANNOT be refunded.** We strongly advise if there is any possibility of separation, transfer, or retirement from a participating agency during the term of the Membership Agreement, to pay fees through EFT or payroll allotment (if applicable). _____ [Applicant's Initials]

If paying by payroll allotment, the member must cancel the allotment. Fitness center staff does not have the ability to cease payroll allotments. No refunds will be issued for overpayments of payroll allotments.

I have read and understand the fitness center membership cancellation procedures.

Name: _____ Date: _____ Agency: _____

Signature: _____ Member #: _____