



MEMBERSHIP HOLD/EXTENSION FORM

Name: (print) _____ Membership Bar Code# _____

Phone# _____

Pass Expiry Date: _____ (to be filled out by Genesis Place Staff)

I would like to put my membership on hold from this date: _____ and

I would like my membership **reactivated** on this date: _____

OR I will call to reactivate: _____

- ✓ The option to put your membership on hold is only eligible for annual pass holders in good standing. An extension to an annual pass cannot exceed the lesser of six (6) months or the number of months remaining on the pass at the time of the extension request.
- ✓ I am putting my Membership on hold due to: (Please select)
 - ___ Medical
 - ___ Vacation
 - ___ Other
- ✓ I acknowledge that on each annual account there can only be 2 extensions per year for a total of 6 months. (Extensions cannot exceed 6 months)
- ✓ **I understand that if I am on a payment plan, payments will still be processed monthly until paid in full.** An extension will be applied at the end of the original expiry date.
- ✓ Should I decide to reactivate my membership earlier than originally indicated, it is my responsibility to inform Genesis Place staff to ensure the pass has been reactivated and extended appropriately.
- ✓ Holds related to a family pass cannot be processed for one individual on the pass.
- ✓ If a hold request has not been identified by the client, backdating the pass will require an approval by Genesis Place Administration. We will advise if the extension will be processed.
- ✓ I acknowledge that during the time frame that my annual pass is on hold, I will be unable to register for any programs and/or services unless I contact Customer Service directly at Genesis Place for assistance.

Signature: _____

Date: _____ **GP Staff Signature** _____

The information on this form is collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy Act and is used solely for purposes relating to the administration of the City of Airdrie. Questions about collection of this information can be directed to Genesis Place at (403) 948-8804 Ext 5550 or at 800 East Lake Boulevard NE, Airdrie, T4A 2K9