



# MEDICAL Freeze Request Form

**Our Medical Freeze option is a way to suspend your membership due to illness, surgery or any other medical issue.**

- This form **must be accompanied by a physician's note** simply indicating the dates during which you are/were unable to use the Community Center. We do not need any confidential medical details, just dates. Forms submitted without a physician's note will be processed as a standard 3-month freeze.
- In the event your return date is unknown, your membership will be temporarily cancelled with any credit owed applied to your household account. A physicians note will be required for return (date specified) to reactivate without the enrollment fee. A payment may be required at the time of reactivation.
- For known return dates, membership fees will be adjusted according to the household membership structure.
  - Medical freezes are specific to the individual. If you are on a membership with others their membership will remain active, with billing intact, unless a standard freeze or membership cancellation is requested for those persons. For memberships paid in full for one year, a partial refund will be issued for the individual member under the medical freeze.
- Medical freezes can be applied retroactively; in such case a refund will be issued for time lost.
- There is no processing fee for a medical freeze.

**Member Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City/Town:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Dates of Freeze** (attach physicians note or fax to 860-429-9773): \_\_\_\_\_ to \_\_\_\_\_

*I have read and understand the membership freeze policy at the top of this form.*

**Signature of requesting person** \_\_\_\_\_ **Date of Request:** \_\_\_\_\_

## FOR OFFICE USE ONLY

Membership Start/Anniversary Date	
# Days of Freeze	
Bill Dates Suspended/Date of Cancellation	
Bill Dates Added + Amount of Return Bill	
New Exp./Anniversary Date	

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

Dr. Note attached:

Time: \_\_\_\_\_

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