



**SEATTLE ATHLETIC CLUB
NORTHGATE**

Leave of Absence Request Form

Member Name: _____ **Today's Date:** _____

I am requesting a Leave of Absence from: _____ through _____
Start date End date

My Reason for Leave of Absence is:

____ Medical (prolonged illness/injury)

____ Other (Please Explain):

Complete this section if you are currently renting a locker:

I ____ Do ____ Do Not* wish to continue my locker rental.

** Locker must be cleaned out and key returned prior to LOA in order for locker rental charges to be cancelled.*

Leave of Absence policy:

- Members may apply for a leave of absence if they are to be out of the Seattle area a **minimum of 2 months** or more (except for medical holds).
- The Club requires thirty (30) days prior written notice to place a membership on leave of absence. Members must complete a Leave of Absence request form and must accompany such request with full payment of their account balance.
- A Leave of Absence will apply to all persons under the same membership account.
- Members on a Leave of Absence will not have access to the Club or its amenities until the leave is ended and membership status is Active again.
- The dues of a member on an approved Leave of Absence are reduced to an amount equal to one third (1/3) of the member's standard current dues rate.
- The leave will begin on the 1st of the month following the written request unless another date is requested and approved.
- Regular dues will apply upon returning from Leave of Absence. These may be prorated based on the date the member returns from leave, if applicable.

I understand and agree to the above policy terms:

Member Signature: _____ **Date:** _____

Staff Initials: _____	Date processed: _____
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