

SUSPENSION OF MEMBERSHIP 暫停會籍申請表

This form is used for temporary suspension of your Fitness Centre membership during overseas travel and for medical condition. You must read the Terms and Conditions.

這表格適用於因病及外遊的暫停會籍申請。你必須詳細閱讀有關的條款及細則。

Personal Details 個人資料

Full Name 全名 : _____ Membership No. 會員號碼 : _____

Phone No. 電話號碼 : work (工作) _____ Home (住宅) _____ Mobile (手提) _____

E-mail Address 電郵地址 : _____

Reactivation Date of the Membership
會籍重開日期:

Membership Suspension Details 暫停會籍詳情

Reason of Suspension 暫停會籍原因 : Overseas travel 外遊 Medical condition 因病

Suspend from Date 會籍暫停生效日期 : _____ Suspend to Date 會籍暫停完結日期 : _____

Documentation 有效證明文件 : Airline tickets 機票 Medical Certificate 醫生證明書 Others 其他 : _____

Acceptance of Suspension Terms and Condition 條款及細則同意聲明

I have read and fully understood the policy of membership suspension. I hereby confirm and accept all terms and condition for Membership suspension. 本人已詳細閱讀及明白暫停會籍申請的內容，並同意和遵守當中的所有條款及細則。

Signature 申請人簽署 : _____ Date 日期 : _____

只供教練或服務員填寫

- 已清楚解釋暫停會籍的詳情。
- 已收回申請人的會員証。
- 已收到暫停會籍的證明文件。
- 已核實暫停會籍之時間與證明文件相符。
- 暫停會籍的月份共 _____ 月 (不足1個月亦當1個月計)。
(因病 :最多12個月 / 外遊 : 最多6個月)
- 已收妥HK\$ _____ 的費用, Voucher No : _____
- 已確定申請表已填妥及簽署
- 已通知申請人: 惟收到電話通知, 方能作實。

經手人簽署 : _____

FOR OFFICE USE ONLY

Approved by : _____
Senior Manager

Date : _____

Remarks : _____

Remarks : _____

SUSPENSION OF THE FITNESS CENTRE MEMBERSHIP ~ TERMS AND CONDITIONS
POLICY EFFECTIVE: 1st February 2023

1. PURPOSE OF SUSPENSION POLICY

In certain defined circumstances, the Fitness Centre of the YMCA of HK (hereinafter called as “the FC”) may permit you to suspend your membership for periods when you will be unable to use the FC’s facilities.
The concerned member is obliged to return the FC membership card to the FC. During the suspension period, the concerned member cannot use the FC’s facilities.

2. ELIGIBILITY TO SUSPEND

You may only suspend your membership if:

- ☞ One of the circumstances of suspension described below exist; and
- ☞ You have paid the FC membership fee to a date at least one (1) month after the date the period of suspension commences.

3. CIRCUMSTANCES OF SUSPENSION

Signature :

Overseas Travel

Your may suspend your membership during any period of absence overseas, for minimum of one (1) month up to a maximum of six (6) months.

Medical Condition

If you have a medical condition, which prevents you from exercise, your may suspend your membership for the length stating in the medical certificate or for twelve (12) months, whichever is the shorter period.

4. EFFECT DATE OF SUSPENSION

The date the suspension becomes effective will generally be the date you became eligible to suspend, that is:

- the date of departure from Hong Kong for overseas travel;
- the date show in your medical certificate stating that you should refrain from exercise

5. REACTIVATION

Signature :

Where the reason for suspension ceases to apply or the maximum period of suspension has been reached.

- (a) you can reactivate your membership any time before that date, however the suspension fee is not refunded, in part or in whole.
- (b) If your requested suspension period expires while the reason for suspension continues to apply and the maximum suspension period has not been reached, you can extend your suspension period, however the concerned FC member is obliged to pay the relevant suspension fee for the extended period and must submit supporting documents.
- (c) Your membership will be automatically reactivated when the maximum suspension period has been reached.

6. FREQUENCY OF SUSPENSION

Your membership may be suspended again only where the following minimum periods have elapsed since the reactivation from a previous suspension for the same reason:

- (a) 6 months for overseas travel; and
- (b) 3 months for medical condition.

7. DOCUMENTATION

If you wish to suspend or reactivate your membership, you must provide all relevant documentation, as required by the FC, in support of your application.

For suspension purposes, documentation should be provided that demonstrates a change in your personal circumstances. This may include:

- airline ticket showing overseas travel departure dates;
- a medical certificate showing the period that the concerned member is not advisable to exercise.

8. NOTIFICATION FOR SUSPENSION

Application for suspension and full amount of suspension fee must be made to the FC at least fourteen (14) days in advance of the effective date.

You should consider your application successful ONLY after the approval from the section manager. Upon successfully application, the applicant will be contacted by telephone.

In the case of emergency medical conditions which makes advance application impossible, the concerned member shall apply the suspension retrospective with all relevant documentation within one (1) month after your personal circumstances have returned to normal.

9. SUSPENSION FEE

Signature :

Please note that when the FC membership is suspended, the member is obliged to pay one hundred Hong Kong dollars (HK\$ 200) for the suspension of the FC membership per month, and every 30 days thereafter the applied period until we receive the request of reactivation or the maximum suspension period has been reached.

10. MODIFICATION

The FC reserves the right to change the terms and conditions of the above policy without prior notice. In case of any dispute arisen, the FC reserves the right to make final decision.

I agree to abide by the above policy set forth by the YMCA of Hong Kong.

Member's Signature

Staff's Signature

Officer Signature

健身中心會籍暫停申請 ~ 條款及手續

生效日期：2023年2月1日

1. 會籍暫停政策目的

在特別情況下，若會員未能使用本會設施，香港基督教青年會健身中心（以下簡稱為“健身中心”）可允許會員申請會籍暫停。

申請暫停健身中心會籍之人士，必須交回健身中心會員証及停用本中心設施。

2. 合資格申請者

☞ 申請者必須符合下列其中一個會籍暫停的情況，及

☞ 申請會籍暫停時，你的健身中心會籍的有效期為至少一個月或以上。

3. 會籍暫停的情況 申請人簽署：

外遊原因 ~ 申請期限最少為一個月至最多六個月。

醫療原因 ~ 因醫療情況而須停止運動，申請期限最少為一個月至最多十二個月，或至到醫生證明上顯示停止運動終結日期為止（以時間較短者適用）。

4. 暫停會籍的生效日期

暫停會籍的生效日期為：

☞ 外遊人士由香港啟程日期起計算

☞ 醫生證明書上顯示你停止運動的日期起計算

5. 重開會籍 申請人簽署：

申請暫停會籍期限屆滿或最長之可暫停時間屆滿：

a) 申請者可隨時重開會籍，但所交之手續費，將不會獲得退還。

b) 如你申請暫停會籍之期限已屆滿，但最長之暫停時間仍未屆滿的情況下，欲繼續申請延期，你須支付所需費用及提交有關證明文件。

c) 如會籍暫停之上限屆滿，會籍便會自動重開。

6. 暫停會籍之次數

如會員於重開會籍後欲再次申請暫停會籍，必須：

☞ 待會籍重開後6個月（外遊原因）

☞ 待會籍重開後3個月（醫療原因）

7. 提交文件

申請者欲重開或暫停會籍，必須提交有關之證明文件，方可受理。

所提交之證明文件，必須包括： ☺ 外遊人士由香港啟程之來回機票，並顯示出發日期。

☺ 醫生證明書顯示建議你暫停運動的時間。

8. 暫停會籍通知

申請者必須於生效日期前最少14天前到健身中心辦理及繳交全部款項。

所有申請暫停會籍，必須由本部門經理批准，方能作實，並會致電通知。

如因緊急醫療事故而未能提前申請，申請人必須於康復後一個月內補交有關證明文件，方可受理。

9. 費用 申請人簽署：

暫停會籍申請費用為每月港幣二百元，如暫停會籍到期日已屆，本中心倘未收到申請人的重開會籍通知，我們將會於其後的每30天收取二百元之費用，直至暫停會籍的上限歷屆滿。

10. 修訂

本中心保留隨時更改條款及細則的權利而毋須事先通知。如有任何爭議，本中心保留最終之決定權。

本人已清楚及明白以上之一切守則。

會員簽名

職員簽名

核對職員簽名