

## Change in Membership Status

The CRC recognizes that there may be circumstances under which members may need to change the status of their membership.

Any changes to a membership requires a fifteen (15) working day written notice prior to your draft date. Please see specific policies related to changes below.

### **Membership Hold Policy**

A membership may be placed on hold up to a maximum of three months during a 12-month period.

A service fee of \$15 will be owed at the time of the request to put your membership on hold.

### **Downgrade Policy**

We do not issue refunds for downgrades. Once written notice is received your membership will be valid until the next draft date.

### **Upgrade Policy**

All upgrades from Adult, Special Hours, or Teen memberships to Family membership will require the \$25 enrollment fee (\$75 family enrollment fee less your initial \$50 enrollment fee) to be paid in addition to any prorated membership fees. The \$25 enrollment fee will still apply even if you were once on a family membership.

### **Cancellation Policy**

The CRC recognizes that there may be circumstances under which members may need to cancel their memberships.

A fifteen (15) working day written notice is required prior to your draft date to stop the next bank draft.

Any refund due to annual paying members will be made on a prorated basis. Refund checks will be mailed or the original credit card will be credited.

Any exceptional circumstances will be handled on a case-by-case basis, subject to arrangement with the Membership Director.