

# Membership Holds Policy

- Membership holds are available for memberships which are 3 months or longer
- The maximum aggregate period a membership can be placed on hold is:
  - Four (4) weeks on a 3 month membership,
  - Six (6) weeks on a 6 month membership and,
  - Eight (8) weeks on a 12 month membership
- The minimum hold period is two (2) weeks
- Memberships cannot be placed on hold within the final two (2) weeks of membership
- Each hold period will incur a \$15.00 administration fee
- All holds must be made prior to the event; retrospective holds will not be granted
- Membership holds may only be granted on the following grounds:
  - Medical
  - Work related absence, or
  - University practical engagements outside of the local area (the local area is deemed to be a radius of more than 50 kilometres from Armidale)
- Other requests may be granted at the discretion of the Executive Director
- All hold applications to be directed to the Customer Service Coordinator during business hours
- The administrative fee to be paid upon application
- Documentation to be provided upon request for membership hold

Find Your Balance

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