

## Freeze Policy

**We understand that life happens. So, we are here to offer the following freeze option to assist you.**

Members may temporarily suspend their membership using their membership "Freeze Privilege" for a minimum of one (1) month and a maximum of three (3) consecutive months. A \$10.00 per month fee must be paid at the time of freeze. (For military service there is no freeze fee charged).

Freeze privileges are limited to three (3) one-month freezes per year; however, each request will be granted on an individual basis. You may not cancel your membership while it is frozen.

**A member may freeze their membership in accordance with the following terms:**

- Your membership must be in good standing and dues must be current.
- A specified start and end date must be provided at time of freeze.
- Your reason for freezing your membership falls into one of the approved categories below:
  - Medical
  - Job-related travel
  - Extended vacation
  - Second residence
  - Out-of-state school
  - Military Service

### Freezing your Membership

To freeze your membership, please visit the Center with documentation demonstrating one of the approved reasons.

**Examples of accepted documentation are as follows:**

- Letter from the treating physician
- Letter from employer regarding travel
- Proof of second residence
- School schedule
- Military orders

To avoid being charged dues for the month(s) you wish to freeze, please complete and sign an electronic freeze form with one of our staff 10 days prior to your freeze start date, especially if it coincides with your billing date (1st or 15th of the month).