



## REQUEST FOR HOLD STATUS

The privilege allows our members the option of placing their membership on hold for a maximum of four (4) consecutive months. The following criteria will be used when placing a membership on hold:

1. A \$35.00 processing fee must be paid before a membership can be placed on hold.
2. A membership may be placed on hold only one (1) time per calendar year. The above processing fee is applicable each year.
3. A membership's billing will automatically resume on the documented date. In the event of an early return, a pro-rated monthly fee will be used.
4. A membership that is on hold cannot be cancelled. A 30 day written notice is required once the membership is active again.

I, \_\_\_\_\_, wish to place my membership on hold beginning: \_\_\_\_\_ and ending: \_\_\_\_\_. I understand that my membership fee will begin being deducted again in the month of:\_\_\_\_\_.

\_\_\_\_\_  
Member Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
HCC Associate Signature

\_\_\_\_\_  
Date

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### OFFICE USE ONLY

\_\_\_\_\_  
Date Entered

\_\_\_\_\_  
Book Keeper's Initials