

# Stop training form

**ACADEMY**  
OF SWIMMING

**Please complete this stop training form and scan/email to your chosen Academy of Swimming**  
**malvern@academyofswimming.com.au OR gleneira@academyofswimming.com.au**

## Your Contact Details

Family Name \_\_\_\_\_ Parent / Guardian Name \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

## Please "tick" your Academy of Swimming location

Malvern Academy of Swimming (Harold Holt)

Glen Eira Academy of Swimming (GESAC)

**If returning in the future please provide a returning date:** \_\_\_\_\_

(This you save you having to fill in new paperwork and the admin fee when returning)

## Swimmers Details

Name	Notice to stop effective from

## Our stop training policy

In order to offer you the convenience of our flexible program, we require written notice via email by the 15<sup>th</sup> of the month with a completed "stop training form". If you wish to take a break or stop for the following month. If we receive a "stop training form" after the 15<sup>th</sup> of the month, the upcoming direct debit will take place and the swimmer is able to swim for the month covered by your final payment. Please note that no refunds will be provided.

Example of a stop training form received **between the 1<sup>st</sup> to the 15<sup>th</sup> of June**. The swimmer is able to train during June and the July payment would be removed.

Example of a stop training form received **between the 16<sup>th</sup> to the 30<sup>th</sup> of June**. The July payment would take place as normal and the child is able to swim until the end of July. The August payment would be removed and the swimmer would not continue in the program.

Signature of Parent / Guardian: [or swimmer if aged 18 years or over]

**X** \_\_\_\_\_

Signature of Parent / Guardian

\_\_\_\_\_

Date

Office Use    Date notice received \_\_\_\_\_  
                  Processed date            \_\_\_\_\_

Remove from system            \_\_\_\_\_  
Confirmation emailed           \_\_\_\_\_