

MEMBERSHIP ADJUSTMENT

Initials of Staff Person submitting Adjustment _____

Date Adjustment to be effective _____

Member Name

Member Number

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- **Change of Address, Phone, or Name**

REQUEST TO UPGRADE/DOWNGRADE MEMBERSHIP

When upgrading membership to a membership status previously held at Sunset Athletic Club a \$15.00 processing fee will be assessed. When requesting an upgrade to a membership status not previously held, a member must pay the difference between the current value of their membership fee and the membership fee they wish to upgrade to. The business office will contact members who require additional fees for upgrade. A \$15.00 processing fee will be assessed to all downgrades. Dues will change according to adjustment.

- **Upgrade**

From _____ (membership type) to _____ (membership type)

Family members to add to membership

Birth Date

- **Downgrade**

From _____ (membership type) to _____ (membership type)

Family members to be removed from membership*

*Member understands that any locker in the name of a family member who is being removed from membership will be automatically canceled unless Sunset Athletic Club is notified otherwise. Lockers must be cleared immediately; all belongings unclaimed will be donated to charity.

Member Signature _____ **Date** _____

