

## Member Enrollment/Appointment Policy

**(FITNESS POINTE STAFF CHECK ONE THAT APPLIES)**

\_\_\_\_\_ **Regular Memberships, Corporate Memberships, Hospital Associates**

The New Member enrollment fee is due at the time a new member turns in their Membership paperwork. This fee will be applied towards their enrollment fee once the membership is activated.

\_\_\_\_\_ **CHS Employees, PT Transfers, Cardiac Rehab Transfers, Hartsfield Village Employees, CHS Volunteers**

The respective one month fee is due, in advance, at the time a new member turns in their Membership paperwork. This fee will be applied towards their membership once it is activated.

**1. For ALL Membership types.**

The prorated monthly fee is due upon completion of the Individual Orientation Session. Payment of the prorated fee will activate the membership.

**2. All prospective members' application paperwork will be reviewed by Fitness Assessment Staff.**

If medically cleared, an Individual Orientation Session will be scheduled by the Fitness Assessment Staff. If the staff is not available, they will place a phone call to the new member to schedule the Individual Orientation Session in a timely fashion.

**3. The Individual Orientation Session is an important process that not only provides important health and fitness information, but also orients the new member to Fitness Pointe. A 24 hour cancellation notice is required to avoid being assessed a \$15 late cancellation fee.**

- a. Members are allowed one Fitness Assessment appointment cancellation (Individual Orientation Session, Fitlinxx, re-evaluation, programming, etc.) with less than 24 hours notice (of their scheduled appointment time). On the second and subsequent cancellation/no show, a \$15 cancellation fee will be charged to the Member's Account. The member agrees to have the \$15 fee charged with their month's membership dues (EFT/Auto. Credit Card Draft).
- b. Tardiness in excess of 10 minutes past the scheduled Appointment starting time may result in less than a "full" profile being provided.

**4. Money paid towards a membership (minus cancellation/no show fees incurred) may be refunded within 30 days if the new member chooses not to join. Member Relations must be notified in writing within this 30 day period.**

**5. For Community Hospital employees using payroll deduction as a method of payment for monthly fees only:**

A credit card number is required in order to charge any no show/cancellation fees and any non-monthly membership fees which may be incurred during the term of your membership (payroll deduction is not available for these charges). Please enter number below, **ONLY** the above stated charges would be applied.

**Credit Card Number:** \_\_\_\_\_

**Expiration:** \_\_\_\_\_

By signing this document, I hereby have read, understand, and agree to abide by the policy stated above.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINTED NAME