

ENROLLMENT PROCESS & PAYMENT DETAILS

Private Members & Corporate Members Enrolling at Four Seasons

- Private Members and those corporate companies listed in **RED** on the corporate sponsor list join by completing the enrollment and payment forms at Four Seasons. Monthly, semi-annual, and annual payment options are available.
- A valid photo ID and company badge (if enrolling with a corporate membership) is required.
- Four Seasons accepts Cash, Checks, Visa, Mastercard, Discover and American Express.
- Monthly payments are processed via Electronic Funds Transfer (EFT) withdrawal from a bank draft (checking or savings account) or debit/credit card.
- If you plan to pay monthly via EFT, credit card or banking routing & account information is required at the time of enrollment.
- Your start date and EFT pull date will be determined by the date you come in to enroll.
- Please note there is a \$10 set-up fee.

Corporate Members Enrolling at Work

- Eligible employees whose company is listed in **BLUE** or **BLACK** on the corporate sponsor list should see their Human Resource Representative at work to enroll. Each company in this category determines their own eligibility criteria and enrollment policies and deadlines.

All Members

- You must be 18 years of age or older to obtain a membership.
- If enrolling as a family and the spouse has a different last name or a legally recognized partner is listed on the membership form, additional documentation may be required to validate eligibility.
- Additional documentation may be required if enrolling as a family and any dependent children have different last names from the primary membership holder.
- Dependent adults 21-23 years old are able to be included on a family membership as long as they are enrolled in higher education or are in the military.

LENGTH OF MEMBERSHIP

Membership is continuous until termination notice is received. If your membership dues are collected directly at Four Seasons the termination notice must be completed at Four Seasons by the primary member. Termination requirements vary based on membership payment type:

- On-going monthly EFT: Member must sign a termination notice in person at Four Seasons. The effective termination date is one (1) day prior to the next payment date, provided a minimum five (5) day notice is given prior to the next scheduled payment. No refunds are allowed on monthly deductions.
- Paid in Full (semi-annual or annual): Member must sign a termination notice in person at Four Seasons. The member decides the last date they would like to have access to the facility and this will become their termination date. Refunds are only given on unused full months. A full month is defined as a full 30-day period from the account's start date.

- Membership paid through a corporation: Member should to see their company representative who will in turn notify Four Seasons of their termination request. Each company determines their own policy/deadlines for processing terminations.
- Temporary Memberships: There are no refunds on temporary memberships.
- Rejoining Fee Policy: All members who terminate their membership and wish to rejoin within 12 months will be subject to rejoining fees and additional set-up fees. Exceptions may be made for moving out of the area and/or health reasons with proper documentation. Please inquire at the Front Desk or call (309) 663-2022 ext. 0 for specific rejoining fees.