



## **Membership Bridge/Medical Freeze Policy**

- Requests for placing a membership on hold may be honored for:
  - Temporary bridge
  - Medical reasons (Medical Freeze)
- All requests for membership bridge/medical freeze must be submitted in writing and approved by the Center Director.
- Medical freeze request must be submitted in writing within 60 days of the event resulting in the inability to use the facility.
  - Members must provide written authorization from the member's physician indicating the inability to use the facility. Authorization can be faxed to 734-975-9958 or mailed to The Health & Fitness Center at Washtenaw Community College, 4833 E. Huron River Drive Ann Arbor, MI 48105.
  - If the initial physician authorization does not include an end date for medical restriction, members on a medical freeze must provide written authorization from the member's physician to resume facility use.
- Center access is not permitted during the membership bridge/medical freeze.
- Bridge - requests will be approved in full month increments only for a minimum of two (2) months and a maximum of four (4) months. Members on an approved bridge will have their dues portion suspended for the amount equal to the number of approved bridge months; upon meeting the number of approved bridge months the charging of dues will automatically resume.
- Medical freeze - requests will be approved for a minimum of one (1) month and a maximum of six (6) months. Members on an approved medical freeze will have their dues portion suspended for the amount equal to the number of approved medical freeze months; upon meeting the number of approved medical freeze months the charging of dues will automatically resume. If member's last month of medical freeze equals less than a full month, member will be charged prorated dues for remaining days in the month.
- Adjustments to the member account billing will begin the first month the bridge/freeze becomes active or with the first billing cycle after approval based on the timing of the request. Billing adjustments will continue in subsequent months until the number of approved months has been met.
- Yearly or Paid-in-Full members on an approved bridge/medical freeze will have their membership expiration date extended in accordance with the *Bridge/Medical Freeze Extension Schedule for Yearly/Paid-in-Full Memberships* on the reverse side of this document.

**\*\*\* See reverse side for Bridge/Medical Freeze Extension Schedule for Yearly/Paid-in-Full Memberships \*\*\***

**Bridge/Medical Freeze Extension Schedule for  
Yearly/Paid-in-Full Memberships**

<b>Bridge/Medical Freeze Description</b>	<b>Bridge/Freeze Duration</b>	<b>Extension Amount</b>
<b>To be used if the entire membership is on bridge or medical freeze</b>	2 months 3 months 4 months	2 months 3 months 4 months
<b>To be used if membership has only 2 adult members and one member is on bridge or medical freeze</b>	2 months 3 months 4 months 5 months 6 months	1 month 1.5 month 2 months 2.5 months 3 months
<b>To be used if membership has 3 adult members and 1 or more members, but not the entire membership, are on bridge or medical freeze</b>	Extend expiration date for the entire membership 10 days per member on bridge/freeze per # of months approved	
<b>To be used if membership has 4 adult members and 1 or more members, but not the entire membership, are on bridge or medical freeze</b>	Extend expiration date for the entire membership 7 days per member on bridge/freeze per # of months approved	
<b>To be used if membership has 5 adult members and 1 or more members, but not the entire membership, are on bridge or medical freeze</b>	Extend expiration date for the entire membership 6 days per member on bridge/freeze per # of months approved	