



# Membership Change Request Form

## Shenandoah County Parks and Recreation Refund Policies:

- Membership changes must be submitted 10 days in advance of the next billing cycle, which is day of the month when you started your membership.
- The MEMBERSHIP CHANGE FORM is required, changes will ***NOT*** be accepted via phone or email.
- Customers are responsible for updating their credit/debit card information when available.
- There will be ***NO*** refunds or prorated refunds given after the new billing cycle starts (monthly anniversary date).
- Only account member(s) holding an active membership can make request changes.
- By making a change in membership and signing below, you are agreeing to continued auto-billing for monthly fees.
- Form may be submitted via email ([scpr@shenandoahcountyva.us](mailto:scpr@shenandoahcountyva.us)) or delivered to our office.

Member Name(s): \_\_\_\_\_

Address: \_\_\_\_\_ City/Town: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Current Membership Plan: \_\_\_\_\_ Fee: \_\_\_\_\_

New Membership Plan (if changing plan): \_\_\_\_\_ Fee: \_\_\_\_\_

Reason for Change:  No longer needed  Choosing different option  Moving out of area

Illness/Injury  Using other provider  Now available for 55+ plan

Other: \_\_\_\_\_

\_\_\_\_\_  
Member Signature

\_\_\_\_\_  
Date

**For Office Use Only:**

\_\_\_\_\_  
Director Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff

Date new plan will take effect: \_\_\_\_\_

Member Card ID #(s): \_\_\_\_\_