



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) 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 changes take effect: _____ Member Card ID #(s): _____