

Notification of Intent to Withdraw from NSAC Swimming Program

This form is to be used to clearly communicate an intention to withdraw from the North Suburban Aquatic Club programming. The date of withdrawal for billing adjustment calculation purposes is the date the form is received by the club Registrar. If you do not receive a confirmation email from the club Registrar within 24 hours of phone, fax, or email notification of intent to withdraw, please contact the Registrar, Sue Nygaard at suenygaard@comcast.net or 763-785-6403. Please contact the Registrar if you do not receive email confirmation within 1 week of mailing your request via US postal service.

Please include the following information in your request:

Name of swimmer(s): _____

Swim group(s): _____

Parent(s) name(s): _____

Preferred email contact: _____

Effective date of withdrawal (if **later** than immediately): _____

Brief statement of reason for withdrawal (optional): _____

Preferred refund processing option: (**circle one**)

- 1) Cash refund of remaining account balance.

- 2) Remaining credit balance to be applied to next re-enrollment period fees.

Please print, fill out, scan and attach this form to an email and send to:

Sue Nygaard, NSAC registrar at suenygaard@comcast.net

-OR- Mail to: 10195 Isetta St. NE, Circle Pines, MN 55014

-OR- Fax it to: 763-780-9476

Please see page 44 of the NSAC Member handbook for further details.