



# 30-Day Notice

## EFT Membership Freeze/Cancel Form

All EFT Membership Cancellations must be completed 30 days prior to the cancellation. **For example, if you would like your account to stop autodrafting in July, this form must be filled out no later than June 1st.**

Phone calls, letters, and or any other form of changes will not be accepted.

Today's Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Class Enrolled: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Reason: \_\_\_\_\_

**Freeze:** \_\_\_\_\_

I would like to freeze my account for \_\_\_\_\_ months. My account will be autodrafted again on \_\_\_\_\_. This will hold my spot in my current class.

**Cancel:** \_\_\_\_\_

**Cancellation will take effect in 30 days.** I understand that my card will be charged for any payments due in the next 30 days. I understand that I can still use my membership through the end of the month of my final payment.

\_\_\_\_\_  
Customer Name

\_\_\_\_\_  
Phone Number/Email

\_\_\_\_\_  
Customer Signature

**FOR OFFICE USE ONLY**

\_\_\_\_\_  
Processed By

\_\_\_\_\_  
Date

REVISED July 01, 2024

