



HARRISBURG JEWISH COMMUNITY CENTER

MEMBERSHIP CANCELLATION POLICY

All cancellation requests must be submitted in writing to the Membership Director and received thirty (30) days prior to the credit card or ACH payment processing date. All monthly memberships require a minimum of 30 days written notice (email or letter) prior to the payment processing date to assure cancellation of automatic payments. Please include your name, address, email address, phone number, and the reason for cancellation in the written notice.

We are not able to accept phone calls as a form of cancellation. Cancellation requests may be processed during our normal hours of operation by the **primary member** on the account. No member may cancel with an outstanding balance on their account.

Cancellation requests submitted within the 30 day payment cycle will result in a final payment drawn from your account on your auto draft date. The payment processing date is on the 15th day of every month. It is **your responsibility** to provide written notice 30 days in advance of your next payment date.

There will be no refund issued once a payment has been processed. It is the member's responsibility to monitor membership expiration and renewal dates. Memberships do not automatically cancel due to inactivity.

Members must have an active membership through the end of any registered programs to receive discounted member rates.

With my signature below, I confirm that I have read and agree to the terms of the membership cancellation policy. If I choose to cancel my membership, I will notify and cancel (30) days prior to the payment processing date with a written notice.

Print Name: _____ Date: _____

Signature: _____

Signature of Parent if under 18: _____

Letters of Cancellation can be sent to: m.dang@jewishfedhbg.org

or



Melissa Dang, Membership Director
Jewish Federation of Greater Harrisburg
3301 N. Front St
Harrisburg, PA 17110