



5605 E. Rockton Rd
Roscoe, IL 61073
815-525-4900

Request for Membership Bridge/Freeze

Member (s) Name: _____ Date: _____

Member ID: _____ Membership Type: _____

Member Address: _____

Entire Membership

Only Member Listed

Bridge/Freeze Requested (check one)

Bridge **(Min 2 mth / Max 6 mths)** Medical Freeze **(Dr Note Required - Min 1 mth / Max 6 mths)**

Requested Start Date: _____ Requested End Date: _____

Member Signature: _____ Date: _____

Employee Signature: _____ Date: _____

Members are responsible to know the terms and conditions of the Membership Bridge/Freeze policy. Please read the information provided and direct any questions to the membership team. Once your request has been approved a copy will be mailed to you. If you do not receive your copy within 30 days of submission please contact NorthPointe. Request must be received before the 25th of the month.

This portion to be completed by director & accounting

Approved

Not Approved

of Months Approved: _____

Center Director Comments: _____

Center Director Signature

Date

Effective Billing Cycle: _____ Yearly Expiration Extension From: _____

Processing Fee Per Month: _____ To: _____

Comments: _____

Accounting Signature

Date



Membership Relocation Bridge/Medical Freeze Policy

- Requests for placing a membership on hold may be honored for:
 - Temporary relocations (Relocation Bridge)
 - Medical reasons (Medical Freeze)
- All requests for membership relocation bridge/medical freeze must be submitted in writing and approved by the Center Director.
- Medical freeze request must be submitted in writing within 60 days of the event resulting in the inability to use the facility.
 - Members must provide written authorization from the member's physician indicating the inability to use the facility. Authorization can be faxed to 815-525-4905 or mailed to NorthPointe Wellness, 5605 E Rockton Rd, Roscoe, IL 61073.
 - If the initial physician authorization does not include an end date for medical restriction, members on a medical freeze must provide written authorization from the member's physician to resume facility use.
- Center access is not permitted during the membership relocation bridge/medical freeze.
- Relocation bridge - requests will be approved in full month increments only for a minimum of two (2) months and a maximum of six (6) months. Members on an approved relocation bridge will have their dues portion suspended for the amount equal to the number of approved bridge months.
- Medical freeze - requests will be approved for a minimum of one (1) month and a maximum of six (6) months. Members on an approved medical freeze will have their dues portion suspended for the amount equal to the number of approved medical freeze months. If member's last month of medical freeze equals less than a full month, member will be charged prorated dues for remaining days in the month.
- Adjustments to the member account billing will begin with the first billing cycle after approval of the request and continue in subsequent months until the number of approved months has been met.
- Yearly or Paid in Full members on an approved relocation bridge/medical freeze will have their membership expiration date extended in accordance with the Relocation Bridge/Medical Freeze Extension Schedule for Yearly/Paid in Full Memberships on the reverse side of this document.
- *** See next page side for Relocation Bridge/Medical Freeze Extension Schedule for Yearly/Paid in Full Memberships ***



Relocation Bridge/Medical Freeze Extension Schedule for Yearly/Paid-in-Full Memberships:

Relocation Bridge/Medical Freeze Description	Bridge/Freeze Duration	Extension Amount
To be used if the entire membership is on *bridge or medical freeze <u>*Bridges are a minimum of 2 months</u>	1 month 2 months 3 months 4 months 5 months 6 months	1 month 2 months 3 months 4 months 5 months 6 months
To be used if membership has only 2 adult members and one member is on bridge or medical freeze <u>*Bridges are a minimum of 2 months</u>	1 month 2 months 3 months 4 months 5 months 6 months	1 month 2 months 3 months 4 months 5 months 6 months
To be used if membership has 3 adult members and 1 or more members, but not the entire membership, are on bridge or medical freeze		Extend expiration date for the entire membership 10 days per member on freeze per # of months approved for freeze
To be used if membership has 4 adult members and 1 or more members, but not the entire membership, are on bridge or medical freeze		Extend expiration date for the entire membership 7 days per member on freeze per # of months approved for freeze
To be used if membership has 5 adult members and 1 or more members, but not the entire membership, are on bridge or medical freeze		Extend expiration date for the entire membership 6 days per member on freeze per # of months approved for freeze