### **Orchid Gym Membership Cancellation Policy**

At Orchid Gym, we strive to provide flexible membership options. We understand that circumstances can change, and we aim to make the process of cancelling your membership straightforward and transparent. Here's our simple cancellation policy:

#### Cancellation Process

* Notification: To cancel your membership, please provide written notice. This can be done via email, postal mail, or by filling out a cancellation form at our front desk.
* Notice Period: We require a 30-day notice period for all cancellations. This means your membership will be active for 30 days after your notice is submitted, and any dues during this period will be payable.
* Cancellation Fee: A cancellation fee of $25 will be applied. This fee helps cover administrative costs associated with terminating memberships.
* Final Month's Dues: Depending on your billing cycle, you may be charged for the final month's dues post-cancellation notice.
* Outstanding Balances: Any outstanding balances on your account must be settled before the cancellation can be processed.

#### Special Circumstances

* Medical Reasons: If you are unable to use the gym due to medical reasons, we can cancel your membership without the 30-day notice period, upon presentation of a doctor's note.
* Relocation: If you move more than [Insert distance, e.g., 30 miles] away from our facility, we will waive the cancellation fee. Proof of relocation will be required.

#### Refunds

* Membership fees are generally non-refundable. Refunds, if applicable, are at the discretion of gym management and typically considered only under exceptional circumstances.

#### Membership Freeze Option

* If you are unsure about cancelling or are facing a temporary change in circumstances, you might consider freezing your membership. Please refer to our Membership Freeze Policy for more details.

#### Rejoining

* Members who wish to rejoin after cancellation are welcome to do so. The standard sign-up fee will be waived for returning members within [Insert time frame, e.g., 12 months] of cancellation.