



## **ACCOUNT HOLD REQUEST FORM**

Dear FMA Member,

We are happy to accommodate your vacation and personal time needs. However, please allow us enough time in advance so that we may adjust our system accordingly. If you are planning to take time off, we request that you return this form no later than 30 days prior to the date your absence will begin. You are able to place your account on hold twice per year. There is a \$15 per month account hold fee. This fee can be used as credit towards private lessons with the instructor of your choice upon your return. Depending on the length of your absence, the instructor can determine whether you will retain your current rank. If there is a sudden emergency situation, please call the Dojo as soon as possible, so your account will not accrue a balance.

Sincerely,

**John Fonseca**  
**FMA Owner**

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Detach this portion of the letter and return it to the front desk.

\*\*\*Please note that **membership will be placed on hold 30 days after receipt of request.** Thereafter all regular automated payments and billing will be discontinued for the period of time specified. You will receive a \$15 per month account hold fee. When you return to the dojo these fees can be used towards private lessons with the instructor of your choice. Freezing your membership entitles you to retain your current rate.

**Student(s) Name:** \_\_\_\_\_

**Date of Request:** \_\_\_\_\_

**First Day of Leave:** \_\_\_\_\_

**Date of Return:** \_\_\_\_\_

**Additional Comments:**

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