

DLSA NOTICE OF INTENTION TO DEFER LESSONS - D8



DEFERMENT OF LESSONS - PROGRAM BASED BOOKINGS

PROGRAM

Customers must advise Administration of their intention to cancel classes and must give a MINIMUM of 2 WEEKS notice to avoid a cancellation fee.

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I am a Direct Debit Customers and will need to complete the Direct Debit Cancellation From D7.

SECTION 1

1 PARENT NAME: _____ TODAY'S DATE: ____/____/20____
 CONTACT NUMBER: _____

CIRCLE WHERE APPROPRIATE

CHILD NAME & LEVEL: _____	WILSONTON	CENT. HTS
CHILD NAME & LEVEL: _____	WILSONTON	CENT. HTS
CHILD NAME & LEVEL: _____	WILSONTON	CENT. HTS
CHILD NAME & LEVEL: _____	WILSONTON	CENT. HTS

2 I UNDERSTAND THAT I WILL NEED TO REBOOK TO RECOMMENCE LESSONS YES

3 I UNDERSTAND THAT BY DEFERING LESSONS, THE PLACES I AM CURRENTLY BOOKED INTO MAY NOT BE AVAILABLE FOR BOOKING WHEN I WISH TO RECOMMENCE LESSONS YES

4 MY CURRENT PROGRAM FEES ARE PAID IN FULL YES

5 SIGNED: _____

SECTION 2

OFFICE USE ONLY - DLSA ADMINISTRATOR

6 DEFERMENT PROCESSED IN LINKS: YES NO ____/____/20____

7 IS THERE CURRENTLY AN OUTSTANDING INVOICE: YES NO AMOUNT: \$ _____

8 FURTHER ACTION NEEDED: YES NO

9 CONTACT ME BEFORE FURTHER ACTION: YES NO _____

10 FUTHER NOTES: _____

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11 DEFERMENT FINALISED BY: _____ FOLLOW-UP FOR

SECTION 3

DEFERRAL FOLLOWUP

12 FOLLOUP FOR: _____

13 FOLLOW UP EMAIL SENT: Y ____/____/20____ RESPONSE: Y N

14 FOLLOW UP PHONE CALL: Y ____/____/20____ RESPONSE: Y N

15 RESPONSES:

REBOOKED: _____ NOT RETURNING UNHAPPY CUST NEVER CONTACT

RECONTACT FOR _____ FINISHED SWIMMING CHANGED SWIM SCHOOL

NOTES: _____
