

**RICE UNIVERSITY**  
**The Barbara and David Gibbs**  
**RECREATION CENTER MEMBERSHIP**  
**CANCELLATION FORM**

Date: \_\_\_\_\_

Name: \_\_\_\_\_ E#: \_\_\_\_\_

Department: \_\_\_\_\_ Email: \_\_\_\_\_

Termination of payroll deduction will only be processed once a member has filled out a cancellation form. It should be noted that any requests for cancellation will not be processed until the beginning of the subsequent semester. Notice must be given 30 days before the end of the current semester to stop deductions for the following semester.

**Last day to submit cancellation form to STOP deductions beginning Fall 2020: September 1, 2020**

**Last day to submit cancellation form to STOP deductions beginning Spring 2021: November 30, 2020**

**Last day to submit cancellation form to STOP deductions beginning Summer 2021: April 16, 2021**

- Faculty/Staff Individual
- Faculty/Staff & Immediate Family Member
- Faculty/Staff & Family
- Family Member Only
- Family Only

Reason for Cancellation: \_\_\_\_\_

I authorize Rice University to terminate my request for payroll deduction to pay my membership fees for the Barbara and David Gibbs Recreation Center. I understand that in doing so, I will lose my privileges as a member to this facility. Further, I understand that I will continue to be assessed fees until the beginning of the subsequent semester.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Cancellation form must be submitted to the Recreation Center for approval.**

6100 Main St. | MS-523 | Houston, TX 77005 | Office: ext.4058 | Fax: 713.348.5329 | als5@rice.edu

**RECREATION CENTER STAFF USE ONLY**

Approval  
Signature: \_\_\_\_\_ Print: \_\_\_\_\_ Date \_\_\_\_\_