

ALTERNATIVE PAYMENT OPTIONS NOW AVAILABLE
 For online payment or salary deduction options, see overleaf or go to:
www.st-andrews.ac.uk/sport/SportsCentre/Membership/Staff



Department of Sport and Exercise



SPORTS CENTRE

STAFF FITNESS+ MEMBERSHIP APPLICATION FORM: 2011-12



Includes free individual use of fitness suites and entry to most classes

*Exceptions: fitness consultancy charges, certain specialist classes and league fees

***** Please read the notes overleaf before completing this form *****

PERSONAL DETAILS

Designation: Mr, Mrs, Ms, Dr, Prof:	
Surname:	Forename/s:
University of St Andrews Staff I D No: 6 9 0 _ _ _ _ _	

CONTACT DETAILS

Department/Unit:	
Home Address (Retired Staff only)	
Tel: Home:	Work: Email:
Preferred method of contact: Letter / email (delete inappropriate)	

MEMBERSHIP CATEGORY REQUIRED

STAFF	COST	PAID £	CARD NO. (for office use only)	EXPIRY DATE (for office use only)
ANNUAL STAFF FITNESS+ (including retired and visiting staff)	£175.00			
SIX MONTHS- STAFF FITNESS+ (including retired and visiting staff)	£90.00			

Payment may be made in cash or by cheque payable to 'The University of St Andrews'. Payment may also be made with a debit or credit card, in person at Reception only.

I have read the General Terms and Conditions overleaf and agree to abide by the regulations of the Sports Centre and related facilities.	
Signed:	Date:

Please return completed forms to:
 Department of Sport and Exercise (Memberships)
 University of St Andrews Sports Centre
 St Leonards Road
 St Andrews, Fife, KY16 9DY

ALTERNATIVE PAYMENT OPTIONS

Online Payment

Please visit the 'Staff Online Application' link at: www.st-andrews.ac.uk/sport/SportsCentre/Membership/Staff

If you make your membership payment online, **you do not need to complete and return this application form unless you wish to advise us of any change to your details.**

Your membership will be updated automatically and your online payment will be confirmed by email. You should keep a copy of this email for your own records. By paying your membership online you are accepting the undernoted General Terms & Conditions for Staff Membership.

Advance Monthly Salary Deduction

Staff members (other than retired staff) may authorise a monthly deduction from salary (£15 per month in 2010-11). This is an open-ended agreement without the need to complete any future paperwork to remain a member. For further details please contact Sports Centre Reception, or visit the Monthly Salary Deduction link at:

www.st-andrews.ac.uk/sport/SportsCentre/Membership/Staff.

STAFF FITNESS+ MEMBERSHIP – GENERAL TERMS & CONDITIONS

- Your University ID card doubles as your Sports Centre membership card. Please carry it with you at all times when visiting the Sports Centre.
- Memberships are non-transferable.
- Membership fees are non-refundable. Exceptional cases (inability to undertake physical activity, leaving the University) must be supported by appropriate evidence and will be considered at the discretion of the Department of Sport and Exercise. An administration fee will apply.
- **Facility availability.** The DSE is committed to providing facilities for the Athletic Union clubs. Facility availability during semester time will therefore be limited at peak times.
- **Footwear.** Appropriate and clean footwear is essential in all indoor activity spaces and on the all-weather facilities.
- **Health and safety.** All persons using the Sports Centre and related facilities do so at their own risk. In each facility a PARQ (Physical Activity Readiness Questionnaire) is posted and members should ensure their fitness to exercise; if in doubt please obtain medical advice before using any of the facilities.
- **No shows.** Failure to turn up for a booked facility or class space on three occasions within six months may result in membership cancellation at the discretion of the Department of Sport and Exercise. No refund of the unused portion of the membership will be given.
- **Energise class terms and conditions (applying to Fitness+ members only):**
 - **Block booking**
 - Classes should only be booked for the full term if members are able to attend every week. This is to ensure that all members (regardless of membership category) have an equal opportunity to access classes. Those who will not be able to attend all classes within the specified term have the flexibility to “drop in” to any class subject to availability on the day.
 - Pilates is not a “drop in” class and is pre bookable only.
 - A maximum of three classes can be block booked within each term.
 - The three strikes of non-attendance policy applies when block booking Energise Classes.

Class transfers

- The class transfer policy does not apply to Fitness+ members. Members can either book for the full term (see block booking above) or drop in subject to availability on the day.
- **Personal property.** Neither the University Court of the University of St Andrews nor the Department of Sport and Exercise will be responsible for loss of members' property whilst use is made of Sports Centre or related facilities.
- **Personal information.** The information we hold about you will not be passed on to any other organisation. We may, however, use it to contact you about future promotions and events at the Sports Centre. If you are NOT willing to receive this information, please advise us by email at sport@st-andrews.ac.uk.
- **General.** The Department of Sport and Exercise reserves the right to:
 - Alter the regulations without prior notice
 - Amend advertised charges without prior notice
 - Suspend or withdraw any membership card for violation of the terms of membership and/or conditions of use of the facilities, and/or as requested by the University.