



Perpetual Payroll Deduction (PPD) Cancellation Policy 2017-2018

Perpetual Payroll Deduction memberships and services will be auto-renewed each year prior to the current membership and/or service expiration date(s) until an online Perpetual Payroll Deduction Cancellation Request has been submitted. Any member with services paid through PPD, who has completed 1 full payment of the 12-month membership and/or services in which member enrolled, may cancel his/her membership.

- In order to cancel service paid using Perpetual Payroll Deduction, a Cancellation Form must be submitted online at <https://uwrecsports.wufoo.com/forms/z11czp6b1y884i7>
- During a member's first year, services cannot be cancelled until all paycheck deductions have been processed.
 - A cancellation form may still be filled out at any point in the year, but all remaining payments will still be taken, and services will still continue until their originally assigned expiration date.
 - Ex: John signed up for PPD in September 2017. After submitting the PPD Cancellation Form on January 29th, 2018, John's services will end in September 2018 when his membership and locker dates expire. He will continue to have deductions taken from his paycheck until his membership and locker are paid in full.
- After the first year of enrollment has ended, services may be canceled at any time.
- Once the cancellation has been processed, member will receive a confirmation email with end date of membership and/or PPD services. This email & final cancellation of services may take up to 3 weeks based on when HRS processes payroll each month.