



### Perpetual Payroll Deduction (PPD) Cancellation Policy 2016-2017

Perpetual Payroll Deduction memberships and services will be auto-renewed every July/August until a Perpetual Payroll Deduction Cancellation Request has been submitted. Any member with services paid through PPD, who has completed 1 full billing cycle (cycles end every May), may cancel their membership.

- In order to cancel service paid via PPD, a Cancellation Form must be filled out 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 2016. After submitting the PPD Cancellation Form on January 29th, 2017, John’s services will end in August 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. Deductions will occur through May 2017 for John.
- After the first year of enrollment has ended, services may be canceled at any time. Cancellation deadlines are set based on campus payroll calendar.

Desired <b>Final</b> Deduction Month	Cancellation Deadline	Date Services will Expire
May 2016	July 20	August 24
September 2016	October 10	October 14
October 2016	November 11	November 15
November 2016	December 5	December 9
December 2016	January 9	January 13
January 2017	February 6	February 10
February 2017	March 6	March 10
March 2017	April 10	April 14
April 2017	May 12	May 16
May 2017	July 31	August 24*

Deadlines are based on campus payroll and will be updated here if any changes occur.

\*August 24<sup>th</sup> is the services expiration date for final deduction month of May unless current membership expiration date is prior to August 24<sup>th</sup>. In this case, expiration date would be end of current membership.