

BAM
Bainbridge Aquatic Masters

**Change in Billing
&
Leave of Absence**

Guidelines for Use of BAM Leave of Absence/Change of Billing Form

BAM members who enroll in the installment billing plan have the following options that can be requested on the LOA form to modify their automated billing status or inform finance staff of changes:

1. **Temporary Break:** fill out BAM LOA to stop billing for a single month or several months. Requests must be for full month increments only.
2. **Change in Training Level:** fill out BAM LOA to indicate you are moving to a new training billing level. Month of change must be indicated on form.
3. **Leaving Team:** fill out BAM LOA stating you are leaving the team and indicate the effective date.
4. **Medical Leave:** fill out BAM LOA stating you have a medical emergency/constraint and attach a doctor's notice. Billing exceptions for partial month billing will be considered in these instances with a doctor's notice.

All requests for a leave of absence or change to billing must be received by the 25th day of the previous month and submitted to the Aquatic Center front desk.

Example: *If you are requesting a leave of absence from the team for the month of June, your LOA request must be submitted by May 25 to provide the proper notice*

Swimmer's Name: _____

Month of Change: _____

Date of Return: _____

Notes: _____

Signature: _____

Date: _____

For office use Only:

Date Received: _____

Amt. of Next Statement

Processed By _____