



## Membership Change Letter

[www.dynamiccorestudios.co.uk](http://www.dynamiccorestudios.co.uk)

I hereby state my intent to change from \_\_\_\_\_ membership to \_\_\_\_\_ membership, as per Dynamic Core Studios' membership change policy outlined below (details can be found on <http://www.dynamiccorestudios.co.uk/cancellation-policy-procedures/>):

OR

I hereby state my intent to put my membership on hold for month / months \_\_\_\_\_

- Any notice of membership up/downgrade/freeze given **before** the 15<sup>th</sup> of any given month shall result in the required amendment to direct debit payments beginning on the 1<sup>st</sup> of the next month.
- Any notice of membership up/downgrade/freeze given **after** the 15<sup>th</sup> of any given month shall result in the required amendment to direct debit payments beginning on the 1<sup>st</sup> of the month **following** the next month. i.e. notice given on 17<sup>th</sup> April 2015 will result in required amendment to direct debit payments beginning 1<sup>st</sup> June 2015.
- A maximum of 2 membership changes per annum are allowed at no cost, additional £10 per change will be incurred.
- Payment from the date of notice until the date of the new direct debit payment will be charged on a pro-rata basis (upgrades only), and taken by either cash or card on the date of notice.

Member name \_\_\_\_\_

Membership Number \_\_\_\_\_

Date \_\_\_\_\_

Official Use Only – Date Received \_\_\_\_\_ DCS Staff Member Received \_\_\_\_\_

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