University Health Club Billing and Collection Policies and Procedures:

* Each family member must be listed on the primary member’s account and provide proof of residing within the primary member’s designated residence. All family members will be billed on the primary member’s account, including via payroll deduction.
* A $25.00 late/insufficient funds fee will be charged for un-paid accounts. New and updated billing, address, and telephone information is the responsibility of the member
* If an EFT is overdue more than two months in a six-month period, the member will be required to pay six months of membership dues in advance or the University Health Club will terminate the membership.
* Early cancellation fee of $125.00 will apply in the first year of membership.
* All billing will be processed and posted on the first (1) day of each month, for the current month.
* Members are not permitted to place their accounts on hold.
* \*In an effort to reduce risk of loss, effective August 1, 2011, we will no longer be able to accept monthly credit/debit card payments. Instead, members may select from the following options for payments of membership dues at the University Health Club.

1. Annual or Bi-Annual: **Cash, Check, Credit or Debit Card Payment** – Membership dues may be paid in advance annually or bi-annually, by member only, at the University Health Club front desk.
2. Monthly: **Electronic Fund Transfer** – Name of Financial Institution, Bank Routing Number, Account Number, and Voided Check will be required

* \*Payment of employee, OUHSC resident and their additional family members will be required to be paid through Payroll Deduction.

(\*Indicates most recent changes, effective August 1, 2011).