**MAC WEST Request For Inactive Status**

Swimmers needing to take a leave of absence for extended periods of time are able to hold their spots in the group by requesting to have their account placed on inactive status. Full Training Fees will resume on the 1st of the month that the swimmer is set to return, unless an amended request form is received.

* Swimmers can only go Inactive for a minimum of 2 consecutive months (however, swimmers are not able to be inactive in months of Team Breaks, typically March and August)
* Families that leave the team without following the proper process and want to return will have to pay a new annual fee.
* Inactive status for high school swimming for those swimmers in Senior and NTG groups will not be allowed unless they are forbidden by their high school team from swimming club, and that is a written policy of that high school team. Part of being in those groups is being committed to year around swimming.
* Inactive status will not be approved automatically for summer schedule conflicts when there is a practice alternative for a particular swimmer.
* Forms must be received 30 days prior to deactivation date (waived in medical situations).
* All required Annual Fees will still be paid if a swimmer is inactive when these are collected. “Inactive” is still a member of our team, on a hiatus, and not a cancelled account.
* Please remember to remove your swimmer from all meets during this time. MAC WEST is not responsible for swimmers being entered into meets during Inactive periods.

Swimmer Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Group\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date to Be De-activated\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason For Inactive Status\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expected Return Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Administrative Use Only**

*Date form received:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Request Accepted:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Deactivated in Team Unify on\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Fees received: Check #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for $\_\_\_\_\_\_\_\_\_\_\_\_ dated\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*\_\_ Fees will be paid on auto pay*