

## **Corporate Membership Application Terms and Conditions**

Please note that these terms and conditions are in addition to the main terms and conditions/rules and byelaws of the club and should always be read in conjunction.

### **Eligibility**

Wye Leisure, at times will offer (on the approval of club management) a discount to certain groups. However if on submitting a request for a scheme discount, Wye Leisure reserves the right not to give any reasoning or justification if any request is denied.

If you find that a scheme discount could be applicable to yourself, you will need to apply for this discount via our online portal, where by photographic ID will be required to prove your eligibility. On submitting any application we reserve the right to deny any discount eligibility without giving any reasoning or justification as to why.

If you have previously been a member, but your employer or group have not made any scheme known to you, Wye Leisure will not issue any refund for any potential over payments made.

### **Application Process**

Application for discounted rates must be made online. If assistance is required, please feel free to contact the club whereby management can arrange for the process to be completed using Wye Leisure's devices with the assistance of club staff, however you will need to give us notice and make an appointment.

The portal has been designed to work across many platforms and if using a hand-held device you will be able to take a picture of your ID/Payslip with the devices camera (if fitted).

Please read all text to guide you through the application process (portal) and complete all boxes marked with an asterisk.

You will be asked during the application when you would like to start your membership from. Please note the application will be reviewed as quickly as possible, however do state it could take up to 14 days. If you are a current member and simply re-submitting information for your annual review, please add today's date in this box.

### **Spouse or Partner Eligibility and Adding Children**

Depending on the scheme, your spouse or partner may be eligible for a discount. No scheme will include any discount for Junior or Child memberships, however please add all

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family / partner details within the application process to which you would like adding to your membership.

## **ID Requirements**

Within the application process you will be required to upload / take a photo of ID or your most recent payslip to prove your eligibility. Once the image has been uploaded to the portal you will be able to delete parts of this ID or payslip using the tools provided in the portal that you do not wish us to see, however you **MUST** keep on show the following:

- Your Full Name
- The Date (*we will not accept ID older than 6 months or without a date*)
- The company name **or** company logo / group name **or** group logo

***Please note applications without these three parts on show will not be approved***

Before submitting your application you will be given the opportunity to review all parts of the application including your image. If on reviewing you feel you have left some sensitive information on view, please click the “back” button to continue editing the image.

## **Application Verification and Review**

Once you have submitted the application you will see a thank you message and note stating we will contact you with 14 days with an answer on eligibility.

If you are a prospective member (possible new member) and you do not qualify for any discount we will email our decision to the address given during the application process. If you do qualify, we will set up the membership from the date requested and email details of payments etc... at that time. If you do not qualify we will not take the application any further, unless you advise you wish to join on the normal rates.

If you are a current member providing your ID details on your annual review and if still eligible, your membership will be continued at the prevailing scheme rates advertised at that time. If in the opinion of club officials you are no longer eligible or have not completed the annual review process by the deadlines given, your membership will convert to the standard rates in force at that time.

## **Quarterly Scheme Reviews**

On granting any scheme discount, a scheme coordinator would have been assigned within your organisation. Levels of membership would have been set out within the initial agreement to obtain any discount. Quarterly reviews will be undertaken on these levels and if membership numbers drop below given levels, Wye Leisure reserves the

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right to discontinue any discounts and scheme memberships will be automatically transferred onto our standard rates in force at that time.

## **Annual Eligibility Review**

All scheme members will be reviewed for eligibility, annually. A complete application will be required every year for any membership started after the 1<sup>st</sup> of November.

**All review applications must be made between the 1<sup>st</sup> of January and 28<sup>th</sup> of February.  
We will not remind you of this so PLEASE make a note in your diary**

Failure to submit your renewal application by the 28<sup>th</sup> of February will result in memberships reverting to our standard rates. No refunds will be given for overpayment due to late submissions.

## **Discount Amendments and/or Withdrawal**

Wye Leisure reserves the right to amend or withdraw any scheme rate at any time at such time notice will be given in accordance with your preferred payment option.

***Please only continue with an application if you are happy to be bound by these  
and our main terms and conditions at all times.***