

**(For Monthly Membership Payments – Recurring Credit/Debit-Credit Card Authorization)**

**1.0 PARTICIPANT INFORMATION**

Legal FIRST NAME	Legal LAST NAME	Date of Birth: (MM/DD/YYYY)
Street Address	City, Province, Postal Code	Primary Phone Number
Email Address	Client/UNBC Student/Employee #	
Membership Start Date: As indicated in your Invoice - Membership Purchase <u>Valid From</u> Date		

**2.0 PURPOSE OF THIS AGREEMENT**

This Pre-Authorized Payment Agreement (“**Agreement**”) authorizes the Northern Sport Centre (“NSC”) to process recurring monthly membership payments using the credit or debit-credit card that I provide. By signing this Agreement, I consent to monthly recurring charges for the membership I have selected.

This Agreement applies to **credit cards and debit-credit cards only**. It does **not** constitute a Pre-Authorized Debit (PAD) under Payments Canada Rule H1.

**3.0 AUTHORIZATION FOR RECURRING PAYMENTS**
**3.1 Authorization to Charge My Card**

I confirm that I am the cardholder or an authorized user of the credit/debit-credit card provided, and I authorize the NSC to charge my card each month for my membership fees until this Agreement is cancelled in accordance with NSC policy.

**3.2 Monthly Bill Amount**

The recurring monthly amount will reflect the **current membership rate in the invoice**, including applicable taxes (5% GST). If my membership type changes, the monthly amount will be adjusted accordingly.

**3.3 Annual Rate Adjustments**

NSC membership rates may increase annually.

I will receive **at least 30 days’ written notice** of any rate change, and I authorize future payments at the revised rate unless and until I cancel my membership.

**3.4 Billing Date**

Monthly payments will be charged on the following month of the **same calendar day** each month as the date of my membership start.

Example: If I join on January 12, monthly payments will be charged on February 12, March 12, etc.

**3.5 Duration of Charges**

Recurring monthly charges will continue:

- until my membership expires (if on a fixed-term payment plan), or
- until I submit a written cancellation request (for auto-renew memberships).

**4.0 TERMS OF RECURRING BILLING**
**4.1 Ongoing Authorization**

I understand that this Agreement constitutes ongoing authorization for NSC to charge my card once each month for the duration of my membership.

#### 4.2 Card Network Rules

I understand that recurring credit or debit-credit card transactions are governed by the rules of the card network (Visa, Mastercard, etc.) and my card issuer's terms, not by Payments Canada PAD rules.

#### 4.3 Charge Disputes & Recourse Rights

I understand that I have the right to dispute unauthorized charges with my card issuer, and that chargeback rights are determined by my card issuer's policies and applicable card-network rules.

If I believe a charge is incorrect, I must notify the NSC **within 60 days** of the charge for the matter to be reviewed.

#### 4.4 Returned or Declined Payments

Except for auto renewal memberships, if a payment is declined for any reason (including expired card, insufficient funds, blocked transaction, or closed account):

- a **\$15.00 processing fee** will apply;
- both the outstanding balance and the fee must be paid before my membership is reactivated;
- membership access will remain suspended until all fees are paid;
- a **2% penalty fee** will be assessed every 30 days on overdue balances.

#### 4.5 Refund or Discrepancy Requests

Requests for review of payment discrepancies or refund assessments may require up to **two (2) weeks** for processing.

### 5.0 CARD INFORMATION MANAGEMENT

#### 5.1 Updating Card Information

I agree to notify the NSC of changes to my credit/debit-credit card information **at least 15 days before** the next scheduled payment.

This includes:

- new card number or expiry date
- name changes
- change of membership type
- change of household relationships for linked memberships

#### 5.2 Secure Data Storage

I understand that my payment information is processed and stored securely by a **PCI-DSS compliant** third-party payment processor on behalf of NSC, using encrypted tokenization whenever possible.

#### 5.3 Removal of Card Information

My card information will be deleted when:

- I cancel my membership, or
- my membership expires.

If I return at a later date, I must provide new card information.

### 6.0 CANCELLATIONS, HOLDS & DEADLINES

#### 6.1 Submitting Requests

Cancellation and hold requests must be submitted:

- by email to [nsc-operations@unbc.ca](mailto:nsc-operations@unbc.ca).
- through the online NSC form on the [NSC website](#), or
- in person using an NSC-provided form.

#### 6.2 Deadlines

Requests must be received **at least 15 days before** the next scheduled billing date.

Late requests will take effect the following month.

### 6.3 Full-Month Processing

All cancellations and holds are processed in **full calendar months**.  
No partial-month adjustments or back-dated requests are permitted.

### 6.4 Hold Eligibility

Effective December 3, 2025:

- PIF 6-Month Members: **No** holds permitted.
- PIF 12-Month Members: up to two (2) holds per 12 months, maximum of two (2) months.
- Auto-Renew Monthly Members: up to two (2) holds per 12 months, maximum of two (2) months.

### 6.5 Member Responsibility

It is my responsibility to verify that payments have stopped or resumed correctly by reviewing my monthly card statements.

## 7.0 PRIVACY NOTICE

Participant personal information is collected under section 26(c) of the Freedom of Information and Protection of Privacy Act.

It will be used only to administer Programs and Activities, manage facility usage, ensure safety, and address incidents.

Questions may be directed to: [nsc-privacy@unbc.ca](mailto:nsc-privacy@unbc.ca).

## 8.0 PARTICIPANT AGREEMENT, ACKNOWLEDGMENT AND SIGNATURE

By signing below, I confirm that:

- I have read, understand, and agree to the terms of this Agreement;
- I authorize NSC to process recurring monthly charges to my credit/debit-credit card;
- I understand my rights and responsibilities regarding payment disputes;
- I agree to abide by NSC policies regarding cancellations, holds, fees, and deadlines.

I acknowledge that:

- I have had the opportunity to ask questions before signing;
- I am signing freely and without reliance on any verbal statements not contained in this Agreement;
- The information I have provided is accurate and I will update the NSC if it changes;
- I am at least nineteen (19) years of age and legally able to enter into this Agreement under the laws of British Columbia. ☐ **Yes** ☐ **No**

Participant FULL Legal Name (Print)	Participant Signature
Date (MM/DD/YYYY)	
Card Holder FULL Legal Name (Print) if different from Participant	Card Holder Authorizing Signature if different from Participant
Date (MM/DD/YYYY)	