



Important Information:

This form is to be completed for salary packaging of gym membership's fees. Membership rate is set by the relevant Gym provider and is subject to change without notice.

To change or cease your salary packaging arrangements, please contact Monash Sport via the Discontinuation of Gym Membership form

Please complete the **relevant sections** on this form.

Your completed form must be provided to your local Monash Sport Centre for initial processing.

SECTION 1 – STAFF MEMBER'S DETAILS

Name		Staff ID No.							
Department		Contact No.							

SECTION 2 – MEMBERSHIP DETAILS

<input checked="" type="checkbox"/>	Please indicate membership type and deduction amount below								
CLAYTON									
Gym only (WT 7131)		Aqua only (WT 7132)		Gym+ Group Fitness (WT 7133)		Centre (WT 7134))			
CAULFIELD									
Gym only (WT 7137)				Gym+ Group Fitness (WT 7138)					
PENINSULA									
Gym (WT 7141)		Centre (WT 7142)		Gym + Group Fitness (WT 7146)					
Amount per annum \$				Note: Salary packaging will commence from the next available pay period and deductions will be made at the actual fortnightly cost of the membership.					

SECTION 3 – DECLARATION BY STAFF MEMBER

- I have read and understood the University's Salary Packaging Policy and Procedures and agree to abide by the provisions in Workplace Policies and Procedures (WPP), which may be varied from time to time. The University's Salary Packaging Policy and Procedures are located at: <http://adm.monash.edu/workplace-policy/remuneration/packaging/>
- I hereby authorise Monash HR to deduct the appropriate gym membership fees from my pre-tax salary on a fortnightly basis from the next available pay period.
- I understand that the membership fee I have been quoted is based on the fortnightly deductions and that the fees for gym memberships may vary from time to time.
- I note that the University makes an administration charge in respect of the benefits provided which will be deducted fortnightly and I agree to pay this charge as varied by the university from time to time.
- I acknowledge that should I wish to change or cease my salary packaging arrangements, I will notify Monash Sport staff via the Discontinuation of Gym Membership form.
- I acknowledge and agree that the University has advised me to seek independent financial advice before considering the University's offer to enter into this salary packaging arrangement.
- I acknowledge that I may request changes to the structure of my remuneration package once per annum for consideration by the University.

Staff Member Signature	Date ____ / ____ / ____
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SECTION 4 – CONFIRMATION OF GYM MEMBERSHIP COMMENCEMENT (to be completed by Monash Sport Staff)

Is the new member from Monash College? <i>(if Yes, please forward to Monash College HR)</i>	Yes	No	Membership Commencement Date	Date ____ / ____ / ____
Membership Details confirmed with customer and entered into Centaman?	Yes	No	Comments	
Confirmed by	Signature		Date ____ / ____ / ____	

FOR HR OPERATIONS USE ONLY

Processed	Checked	Date	Pay Period
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<p>Attention Monash Sport Staff: For assistance please contact HR Enquiries on ext 20400 Completed forms to be returned to HR Enquiries at: hr@monash.edu</p>	<p>Monash HR Privacy collection statement is located at: http://privacy.monash.edu/guidelines/collection-personal-information.html#hr</p>
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