

## Membership Freezing SOP

1. As per the existing SOP a student member can avail the option of freezing of membership for a maximum period of 2 x Months in a calendar year. However, of late frequent requests have been received from the members to review the time frame permissible for freezing of membership given the varying reasons ranging from vacations, research/internship, exams, medical grounds and personal commitments etc. To assist students, freezing of membership has been enhanced from 2 to 3 months. For appropriate handling of requests to this effect members are requested to follow the under mentioned guidelines:-

- a. The request for freezing of membership be forwarded to sports branch's official email address at (ddsports@nust.edu.pk). Verbal requests will not be entertained.
- b. Option of freezing of membership cannot be exercised for less than one month at any one time in a calendar year.
- c. Individual Master card holders cannot freeze their membership for one facility. It implies their membership for both facilities i.e swimming pool and gym will be considered to be frozen for the period applied.
- d. Membership will not be frozen if individual has availed the facility for even a single day during a month i.e (1st day to 31st day).
- e. During the freezing membership period, registration will remain valid. The member may continue using the facility, after or during the requested period, by paying monthly fee.
- f. After the requested freezing period is over, if the monthly fee is not paid by 5th of proceeding month, the membership will terminate.
- g. Semester deferment & International Intern students when officially discontinue studies can restart membership on resumption of academic semester in H-12 Campus.