



**La Trobe University Guild 2008
APPLICATION FORM AND SALARY DEDUCTION
AUTHORISATION**



MEMORANDUM

To: Sports Manager, Sports Centre
Subject: MEMBERSHIP OF **GUILD AND SPORTS CENTRE ANNUAL PASSES** - AUTHORISATION

I am a continuing La Trobe University staff member and I hereby apply for Guild Membership, and authorise the University to deduct from my salary each fortnight the appropriate subscription fee, as set and advertised by the La Trobe University Guild for the category of membership indicated below. By payment of the Guild Membership Fee, I acknowledge I will receive free membership of the Sports Centre.

First Name	<input type="text"/>	Family Name	<input type="text"/>
Staff Number	<input type="text"/>	Telephone Ext.	<input type="text"/>
Faculty/Dept	<input type="text"/>		

MEMBERSHIP CATEGORY

START DATE: 1 MARCH 2008

(Please tick appropriate category/categories below)

<input type="radio"/>	Guild Membership (including free Sports Centre Membership)	HR Code (7230)	Fortnightly Fee \$3.85
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SALARY SACRIFICE (PRE-TAX)

<u>Plus</u> <input type="radio"/>	Gold Pass, or	(6268)	\$19.15
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<u>Plus</u> <input type="radio"/>	Swimming Pool Pass	(6269)	\$4.90
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I request the University to decrease my gross salary to provide a benefit of payment for the use of the recreational facility from my pre-tax (gross) salary. I note that any pre-tax deduction that I request will not be backdated and that I should seek independent financial advice.

OR

DEDUCTION AFTER TAX (NO SALARY SACRIFICE)

<input type="radio"/>	Guild Membership and Gold Pass, or	HR Code (7286)	Fortnightly Fee \$23.00
<input type="radio"/>	Guild Membership and Swimming Pool Pass	(7285)	\$8.75

Signature: **Date:**

Please note:

- Salary sacrificing is available in regard to the Sports Centre Gold Pass or Swimming Pool Pass but is not applicable to the annual Guild Fee.
- You need to be a member of the Guild and/or the Sports Centre to purchase a Gold or Swimming Pool Pass.
- As a result of completing this form, I have hereby cancelled any previous Salary Deduction Authorisation I may have had with the Guild and/or Sports Centre.

**Once completed please forward to:
Sports Manager, Sports Centre**

SPORTS CENTRE & GUILD STAFF ONLY			
Customer Number		Process Number	
Date Added		Verified by	
Garlic adjusted by		Sent to HR by	
Date sent to HR		Guild Membership No:	



MEMBERSHIP INFORMATION

- All membership fees are deducted fortnightly from the staff members salary.
- The Guild Membership is deducted post-tax.
- The Sports Centre Membership and Passes can be deducted pre-tax or post-tax.
- The Sports Centre charges all members a \$10.00 administration fee when submitting a Salary Deduction Authorisation Form.
- The Membership fee will continue to be deducted until a Membership Cancellation Form is completed.
- Memberships are non-refundable.

FUN ~ FITNESS
~ HEALTH ~

MEMBERSHIP DESCRIPTIONS

GUILD MEMBERSHIP – Provides access to a wide range of discounted services that enhance the on campus experience, including 100% discount on your Sports centre Membership. For a detailed list of all membership benefits and discounts please visit: www.latrobe.edu.au/guild

SPORTS CENTRE MEMBERSHIP – Entitles users to a 50% discount on casual use of Sports Centre facilities: Swimming Pool, Gymnasium, and Group Exercise. As well as a 50% discount on all court hire: Basketball, Soccer, Squash, Tennis, Volleyball and Badminton. Please note that patrons must have a current Sports Centre Membership to a purchase Pool Pass or Gold Pass.

SWIMMING POOL PASS – Allows members unlimited access to the Swimming Pool during opening hours and includes casual locker hire.

GOLD PASS – Allows members unlimited access to the Gymnasium, Swimming Pool and Group Exercise Classes during opening hours and includes casual locker hire. Complimentary Fitness Assessments, consultations and Program Starts are available to Gold Pass holders.

www.latrobe.edu.au/sport