



# La Trobe University Guild 2009

## SALARY DEDUCTION AUTHORISATION FORM



S P O R T S  
C E N T R E  
LA TROBE UNIVERSITY

### MEMORANDUM

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

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 Student Services for the category of membership indicated below.

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 2009**

(Please tick appropriate category/categories below)

#### SALARY DEDUCTION (PRE-TAX)

	HR Code	Fortnightly Fee
<input type="radio"/> Sports Centre Membership Only or	(6265)	\$7.50
<input type="radio"/> Sports Centre Membership and Gold Pass, or	(6266)	\$27.70
<input type="radio"/> Sports Centre Membership and Swimming Pool Pass	(6267)	\$14.50

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.

OR

#### DEDUCTION AFTER TAX (NOT SALARY SACRIFICED)

	HR Code	Fortnightly Fee
<input type="radio"/> Sports Centre Membership Only, or	(7280)	\$7.50
<input type="radio"/> Sports Centre Membership and Gold Pass, or	(7283)	\$27.70
<input type="radio"/> Sports Centre Membership and Swimming Pool Pass	(7281)	\$14.50

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 Guild Membership.
- 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 in regard to the Guild and/or Sports Centre.

**Once completed please forward with your \$10.00 Administration fee to the La Trobe University Sports Centre**

#### SPORTS CENTRE & GUILD STAFF ONLY

Sports Centre Customer Number		Process Number	
Date Added		Date sent to HR	
Clubpos Adjusted By		Sent to HR by	
Guild Membership Number		Verified by	
Administration Fee Paid			

## MEMBERSHIP INFORMATION

- All Membership and Pass fees are deducted fortnightly from the members' salary.
- The Guild Membership is deducted post-tax.
- The Sports Centre Membership and Passes may be deducted pre-tax or post-tax.
- An Administration Fee of \$10.00 applies to all Salary Deduction Authorisation Forms.
- The Salary Deductions will continue until a member submits a completed Membership Cancellation Form to the Sports Centre.
- Memberships and associated fees are non-transferrable, non-refundable and will not be backdated.

FUN ~ FITNESS  
~ HEALTH ~

**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 Guild Member benefits and discounts please visit: [www.latrobe.edu.au/guild](http://www.latrobe.edu.au/guild)

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

**SWIMMING POOL PASS** – Allows members unlimited access to the Swimming Pool during its opening hours and casual locker use.

**GOLD PASS** – Allows members unlimited access to the Gymnasium, Swimming Pool and Group Exercise Classes during their opening hours and casual locker use. Complimentary Fitness Assessments and Program Designs are available by appointment.