

# MSU Recreation & Wellness

## Monthly Agreement billing

### What you should know:

To begin your membership you must sign-up within the facility. Your membership will begin the day you sign up and will continue until you cancel it.

The monthly draft to your payment card will be on the 15<sup>th</sup> of each month, or the following day after a weekend or holiday.

Please go to [recreation.moreheadstate.edu](http://recreation.moreheadstate.edu) to set up your online account.

Here you can...

- Enroll yourself or family members in other services  
*(trips, personal training sessions, swim lessons, summer camp for ages 5-12)*
- Renew your locker rental
- Schedule a pool or bowling party
- Change/update your payment & contact information

To cancel your Agreement Billing you MUST contact the billing manager, Christine Tackett, [c.tackett@moreheadstate.edu](mailto:c.tackett@moreheadstate.edu) or 606-783-5168. Calling the front desk of the Rec Center to cancel your Agreement Billing is not an option.

Please Note: Monthly charges made to your payment card are non-refundable, please make every effort to notify the billing manager in a timely manner to avoid any unwanted membership charges.

**Cancellation must be made by the 14<sup>th</sup> of the month if you wish to cancel, so as not to incur another monthly charge.**

If your payment card is declined for any reason at the time of processing, your membership will automatically be cancelled as of the 14<sup>th</sup> of the current month. Please monitor the expiration date of your payment card and have that information updated within your online account prior to expiration.

We are happy to offer this convenient service and hope you enjoy taking full advantage of everything the **MSU Recreation & Wellness Center** has to offer.