
West Campus Fitness Center Membership Application Instructions

Thank you for your interest in the **West Campus Fitness Center**. Please read the instructions below carefully before submitting your membership application or cancellation request.

Step 1: Access the Application

To begin, click the link below to access the **Alumni/Retiree West Campus Fitness Center Membership Request**.

Note: if this is your first time using the electronic form system at LCC, you will need to create an account to login and complete the form. After using the link below, click the “Create New Account” option on the login page. When your new account is created you will then be able to login and complete the application form.

Apply for Membership ([Click here](#))

If you already have a membership and would like to cancel, please refer to the **Membership Cancellation or Payment Issues** section below ([Click here](#))

Step 2: Complete the Application

When completing the form, you will be asked to:

- Indicate your status as either a **Retiree** or **Alumni**
 - Provide enough personal information to verify your **Retiree** or **Alumni** status so your request can be processed
 - Read and agree to the terms and conditions
 - Sign and submit the form (make sure to click the “Submit” button on the form when complete)
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Step 3: Application Review

Once submitted, your application will be routed to the appropriate department for eligibility verification:

- **Retirees** → HR Compensation
- **Alumni** → Registrar's Office

If your eligibility is verified:

- You will receive an **approval email** with a secure link to submit your **\$120 annual membership payment**

If you are **not eligible**:

- You will receive an email stating that your application was **not approved**, along with the reason.

Step 4: Membership Payment

Once approved, you must complete the **\$120 annual membership payment** using the link provided in your approval email.

- **All payments are non-refundable**
- **Payments are set up as recurring annually**
- You will receive an **email reminder 14 days prior to the next year's recurring payment** being charged to your card
- You may cancel at any time ([click here to go to the membership cancellation section for details](#))

Step 5: Fitness Center Star Card Setup

Within **24 hours of your payment**, an LCC representative will contact you to schedule an appointment to receive your **West Campus Fitness Center Star Card** at the **LCC Downtown Campus**.

Membership Cancellation or Payment Issues

- To **cancel** your membership before the next annual payment is charged, click the link below:

Cancel Membership ([Click here](#))

- If your **credit/debit card expires or becomes inactive** for any reason:
 - Your annual payment will not be processed
 - Your Fitness Center Star Card will be **disabled**
 - It will remain disabled until payment is successfully received

If you have any questions, please contact the West Campus Fitness Center office directly.

Thank you for supporting your health and wellness with the West Campus Fitness Center!