

# Cancellation & Refund Request

**Michigan FCCLA Refund Procedures**

1. All cancellations must be submitted on this form.
2. All eligible refunds will be processed after the conference/activity for which they are requested.
3. This form must be received by the date set for each conference/activity to receive the maximum refund available. The sooner we are notified of the refund request by using this form, the larger the refund will be.
4. Refunds for hotel rooms vary by the date received and their cancellation policy. Please check with hotel to see how they would like to be notified.

Conference for which the refund is being requested \_\_\_\_\_

Chapter \_\_\_\_\_ Adviser \_\_\_\_\_

**Refund Deadlines:**

**Fall Leadership Conference**

<b><u>If Submitted Before:</u></b>	<b><u>Refund Amount</u></b>
Before October 27, 2023	Full Refund of conference registration (not polo shirts)
After October 27, 2023	No Refund, substitutions allowed

**State Leadership Conference**

<b><u>If Submitted Before:</u></b>	<b><u>Refund Amount</u></b>
TBA	100% Refund
TBA	50% Refund
TBA	No Refund, substitutions allowed

**Name of Attendee(s) to Cancel:** \_\_\_\_\_ **Is this a Substitution? If so, name of replacement:** \_\_\_\_\_  
*If this changes events/teams, please email Ann with the details.*

Cancel: \_\_\_\_\_ Substitute with: \_\_\_\_\_

Cancel: \_\_\_\_\_ Substitute with: \_\_\_\_\_

Cancel: \_\_\_\_\_ Substitute with: \_\_\_\_\_

Cancel: \_\_\_\_\_ Substitute with: \_\_\_\_\_

Cancel: \_\_\_\_\_ Substitute with: \_\_\_\_\_

Cancel: \_\_\_\_\_ Substitute with: \_\_\_\_\_

Total Number of Cancellations \_\_\_\_\_ X \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Refund Method:  Retain as credit on my chapter's account towards next conference  
 Refund by Check

Scan & Email to: [aday7@emich.edu](mailto:aday7@emich.edu)