



Cancellation & Refund Request Form

Michigan FCCLA Refund Procedures

Fall Leadership Conference:
Full Refund before October 26, 2018
No Refunds after October 26, 2018, substitutions accepted

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. Refunds for out-of-state conferences vary by the date received and by how much of a refund is provided by the organization hosting the conference, hotels, airlines, etc. The sooner we are notified of the refund request by using this form, the larger the refund will be.

Conference for which the refund is being requested _____

Chapter _____ Adviser _____

Name of Attendee(s) to Cancel:

Name _____ T-shirt Size (if applicable) _____

Name _____ T-shirt Size (if applicable) _____

Name _____ T-shirt Size (if applicable) _____

Name _____ T-shirt Size (if applicable) _____

Name _____ T-shirt Size (if applicable) _____

Name _____ T-shirt Size (if applicable) _____

Name _____ T-shirt Size (if applicable) _____

Name _____ T-shirt Size (if applicable) _____

Name _____ T-shirt Size (if applicable) _____

Name _____ T-shirt Size (if applicable) _____

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

Refund Method:

☐ Retain as credit on my chapter's account

☐ Refund by Check

Fax to: 734-487-4329

Or Scan & Email to: aday7@emich.edu