



Cancellation & Refund Request Form

State Conference Refunds:
 Before 02/23/17 = Full refund
 Before 03/01/17 = \$45 refund
 Before 03/07/17 = \$25 refund
 After 03/07/17 = No refund

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. 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

Mail to: Michigan FCCLA
 Eastern Michigan University
 Ypsilanti, MI 48197

Or Fax to: (734) 487-4329