



Cancellation & Refund Request Form

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

<i>If Submitted By:</i>	<i>Refund Amount</i>
October 21, 2019	Full Refund
After October 21, 2019	No Refund

State Leadership Conference

<i>If Submitted By:</i>	<i>Refund Amount</i>
February 18, 2020	Full Refund
March 5, 2020	\$45 Refund
After March 5, 2020	No Refund

Name of Attendee(s) to Cancel:

Name _____	Name _____
Name _____	Name _____
Name _____	Name _____
Name _____	Name _____
Name _____	Name _____
Name _____	Name _____

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