

Cancellation and Refund Request Form

Michigan FCCLA Refund Procedures

1. All eligible refunds will be processed after the activity for which they are requested.
2. All requests for refunds must be submitted on this form.
3. This form must be received by the date set for each activity to receive the maximum refund available. Refunds for out of state conferences and meetings 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 using this form, the larger the refund will be.

Activity for which the refund is being requested _____

Chapter _____ Adviser _____

Address _____

City and Zip Code _____

Name of Attendee(s) to Cancel:

Duplicate this form as necessary

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

Refund Method: _____ apply to the _____ conference

_____ refund by check

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

Fax: (734) 487-4329

For Office Use Only

Date Received: _____

Approved By: _____

Date: _____

Account #: _____