



# 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. 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 \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

**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) \_\_\_\_\_

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