

Cancellation and Refund Request Form

Michigan DECA Refund Procedures

1. All eligible refunds will be processed after the conference 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 conference 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 using this form, the larger the refund will be.

Conference for which the refund is being requested _____

Chapter _____ Advisor _____

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

Donate to Michigan DECA's
Sponsorship Program

Mail or fax to: Michigan DECA
Eastern Michigan University
Ypsilanti, MI 48197
fax (734) 487-4329

For Office Use Only

Date Received: _____

Approved By: _____

Date: _____

Account #: _____