

REGISTRATION REFUND REQUEST FORM

Requests will not be accepted verbally. *Registration changes, including removing participants from attending, may be made prior to February 15 at no cost. Those fees will be subtracted from the invoice amount owed.*
This form is for registered names removed after February 15, which will reflect a processing fee of \$20.

Deadline for registration fee refund request to be received by email or fax: March 13

Deadline for banquet/gala refund request to be received by email or fax: March 23

NOTE: After the above dates, refunds are not available. But **substitutions** may be made at no additional cost - even on site at the conference. Student substitutions will require a medical/code of conduct form. A new name badge fee of \$5 will apply to any substitution made onsite. **Note: STAR Events entry fees are not refundable.**

Adviser's Name:	
School:	
School Address:	
City, State, Zip:	
Adviser's Email:	
Adviser's Cell #:	

- Number of Registration **"Package"** Refunds Requested (\$175 package registration minus \$20 processing fee) Refunds requested must be for individuals registered for the discounted Registration Package to qualify for this \$155 refund.

\$155 x _____ = Total Registration Refund of \$ _____

- Number of **Non-Package** Registration Refunds Requested (\$130 registration minus \$20 processing fee each)

\$110 x _____ = Total Registration Refund of \$ _____

- Number of **Non-Package** Banquet/Gala Ticket Refunds Requested (\$44 **non-package** ticket minus \$10 processing fee):

\$34x _____ = Total Banquet/Gala Ticket Refund of \$ _____

TOTAL AMOUNT OF REFUND REQUESTED:

\$

List name/s of the participant/s to be removed from conference roster below:

If t-shirt was ordered as part of the package, please indicated size of shirt to remove for each name listed.

Refund checks should be made to (indicate one):

School:	School Federal ID Number:
<i>or</i>	
Individual's Name:	Social Security Number:
Home Address:	
City, State, Zip:	

***Refunds cannot be made to a school without the school's federal ID number.**

****Refunds cannot be mailed to individuals without the social security number and must be mailed to a home address instead of a school (this is a policy of the business office managing the FCCLA account).**

Email or fax this Registration Refund Request Form by the dates indicated above to:

Connie Rhoton, FCCLA State Adviser at crhoton@mecc.edu or (276) 386-7454.