



MICHIGAN  
**DECA** **Cancellation & Refund Request Form**

Refunds for the International Conference will depend on the hotel room type and date of cancellation, less the cancellation fee:  
 After April 10, 2018 = \$400 cancellation fee  
 After April 19, 2018 = \$600 cancellation fee

**Michigan DECA 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 \_\_\_\_\_ Advisor \_\_\_\_\_

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

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
  - Donate to Michigan DECA's Sponsorship Program

Fax to: 734-487-4329  
 Or Scan & Email to: [aday7@emich.edu](mailto:aday7@emich.edu)