



Cancellation & Refund Request Form

Refunds for the State Conference:
 Before February 19, 2018 = Full Refund
 Before February 23, 2018 = 50% Refund
 Before March 1, 2018 = 25% Refund
 After March 1, 2018 = NO REFUNDS

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) _____

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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