



INTERNATIONAL CONFERENCE CANCELLATION FORM

1. If you are cancelling an attendee before the regular registration deadline, you will do so through the Conference Registration Portal, and will not have to pay their registration rate. Cancellations after the registration deadline will use this form.
2. A registration cancellation fee will apply, based on the refund schedule below, and will be subtracted from any refunds available. The sooner the request is received, the larger the refund may be.
 - After March 18, 2022 - \$100.00 cancellation fee
 - After March 23, 2022 - \$200.00 cancellation fee
 - After March 30, 2022 - \$300.00 cancellation fee
 - After April 6, 2022 - \$400.00 cancellation fee
3. Housing refunds may not be possible if other roommates are still occupying the room.
4. Please be aware that airline tickets are not refundable.
5. All eligible refunds and overpayments will be processed after the conference/activity for which they are requested. Refunds will be processed to the chapter’s account, and not a specific individual. If the chapter has outstanding invoices, any refunds or credits will be applied towards the outstanding balance. The sooner we are notified of the cancellation by using this form, the larger the refund might be.

Attendee Name	T-Shirt Size <i>(if applicable)</i>
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Total Number of Cancellations _____

Scan & Email to: aday7@emich.edu