



# CANCELLATION FORM

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 regular registration deadline will use this form, but will not be eligible for a refund.**

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.

*Refunds for the International Conference will use the International Conference Cancellation Form.*

\_\_\_\_\_  
Conference

\_\_\_\_\_  
Chapter

\_\_\_\_\_  
Advisor

Name of Attendee(s) to Cancel:

\_\_\_\_\_  
Attendee Name T-Shirt Size (if applicable)

\_\_\_\_\_  
Attendee Name T-Shirt Size (if applicable)

\_\_\_\_\_  
Attendee Name T-Shirt Size (if applicable)

\_\_\_\_\_  
Attendee Name T-Shirt Size (if applicable)

\_\_\_\_\_  
Attendee Name T-Shirt Size (if applicable)

Total Number of Cancellations \_\_\_\_\_

Fax to: 734-487-4329

Or Scan & Email to: aday7@emich.edu