



Cancellation and Refund Request Form

SkillsUSA Michigan Refund Procedure:

1. All requests for refunds must be submitted on this form.
2. All eligible refunds will be processed AFTER the conference for which they are requested.
3. This form must be received by the date set for each conference 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.

National Conference Refunds:

Before 05/15/17 = Full refund

After 05/15/17 = No refund guaranteed, partial refund possible depending on cancel date and hotel.

Date of Request _____

Conference for which the refund is being requested _____

School _____ Advisor _____

Address _____

City _____ Zip _____

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) _____

Duplicate this form as necessary

Total Number of Cancellations _____ X \$ _____ = \$ _____

Refund Method: Retain as credit on my chapter's account Refund by CheckMail to: SkillsUSA Michigan
Eastern Michigan University
Ypsilanti, MI 48197

Or Fax to: (734) 487-4329