



Cancellation Form

1. If you are cancelling an attendee **before the late registration deadline**, you will do so through the Conference Registration Portal, and will not have to pay their registration rate.
2. Cancellations **after the late registration deadline** will use this form but will not be eligible for a refund.
3. 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.
4. Refunds for the National Leadership & Skills Conference (NLSC) will 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 cancellation by using this form, the larger the refund might be.

Conference: _____

Chapter _____ Advisor _____

Name of Attendee(s) to Cancel:

Name _____ T-Shirt Size (NLSC only) _____

Name _____ T-Shirt Size (NLSC only) _____

Name _____ T-Shirt Size (NLSC only) _____

Name _____ T-Shirt Size (NLSC only) _____

Name _____ T-Shirt Size (NLSC only) _____

Name _____ T-Shirt Size (NLSC only) _____

Name _____ T-Shirt Size (NLSC only) _____

Total Number of Cancellations _____

Please print, sign, scan, and email completed form to aday7@emich.edu