

REQUEST FOR REFUND
2019 CONFERENCE

REFUND POLICY: All requests for refunds, specifically conference registration, must be made prior to April 1, 2019.

Requests for refunds must be in writing and will only be accepted for dire emergencies. Approval for cancellations must be signed by the Conference Host Committee Chair, Co-Chair, Secretary or Treasurer.

Mail this refund request form to: Sharon Willoughby, Conference Treasurer, P.O. Box 16424, Las Cruces, NM 88004-6424

Hotel reservations and cancellations are the responsibility of the attendee and are arranged through the hotel.

The following member:

NAME _____

ADDRESS _____

CITY/STATE/ZIP _____

PHONE _____ CHAPTER _____ STATE _____

Request a refund for: New Mexico Federation Conference (\$40.00) _____

Request a refund for: Region VII Conference (\$125.00) _____

Request a refund for: Guest Reception (\$15.00) _____

Request a refund for: Guest Lunch (\$25.00) _____

Request a refund for: Guest Banquet (\$50.00) _____

Total _____

For the following reason: _____

APPROVED:

Check No. _____ Date _____

Date _____ Mailed _____