NCPSMA
NORTH CAROLINA PUBLIC SCHOOL MAINTENANCE ASSOCIATION

Refund Request Form

Refund Rules and Regulations

1. Refund requests must be received 30 days before the event start date.
2. A full refund will be issued, minus a $25 cancellation fee and any applicable credit card fees, within eight weeks after the event ends.
3. No refunds will be issued if requested within 30 days of the conference start date, including cancellations and no-shows.
4. Send all cancellation requests via email to Executive Director Kristie Payne at office@ncpsma.org **NO LATER** than 30 days before the event start date, for processing.

Date _____

CONTACT

Name:

Company:

Address:

Phone:

Email:

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1. Event: ☐ _____ Western Conference ☐ _____ Eastern Conference ☐ Other Event _____

2. **Dates:** Event Start Date: _____ Event End Date: _____

3. **Reason for Refund Request:** _____

_____

_____

_____

4 Payment Information: ☐ Cash ☐ Check _____ ☐ Debit/Credit _____

Check number *Type of card*

_____ _____

Signature **Date**

FOR OFFICE USE ONLY

Date Request Received:

Total Amount Received:

Amount Requesting to be Refunded:

Minus Credit Card Fees Minus

Minus $25 Refund Fee: Minus $25.00

Total Amount Refunded:

Refund Check Number: Check #