



Conference Refund Request

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 conference 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 April 20, 2026, for processing.

Date _____

Contact

Name: _____

Company: _____

Address: _____

Phone: _____

Email: _____

1. Conference: Eastern Conference Western Conference

2. Conference Dates:

Event Start Date _____ date Event End Date _____ date

3. Reason for Refund Request:

4. Payment Information:

a. Form of Payment Debit/Credit Check _____ Cash
check number

Signature

Date

FOR OFFICE USE ONLY

Date Request Received: _____

Amount Received: _____

Minus Credit Card Fees: _____

Minus \$25 Refund Fee: \$25.00

Total Amount Refunded: _____

Refund Check Number: _____