



## REFUND REQUEST FORM

**15<sup>th</sup> ITC REFUND POLICY:** Refund requests must be submitted using this Refund Request Form. Requests submitted by fax or e-mail before August 1, 2015, will receive a refund minus a 10% processing fee. After August 1, 2015, but on or before September 1, 2015, a refund less 50% is available. Cancellation of Trainee and Guest registrations on or before September 1, 2015 are subject to a \$50 U.S. dollars (USD) cancellation processing fee each. Pre-meeting programming and optional ticketed sessions purchased on or before September 1, 2015 are subject to a \$75 USD (each) cancellation processing fee. No refunds for registration or programming will be granted if submitted after 9/1/2015. No refunds will be granted for no-shows. All refunds will be processed 30 days after meeting.

All requested information must be provided to process a refund. All fees are in U.S. dollars.

REGISTRANT (or COMPANY NAME): \_\_\_\_\_

First

Middle

Last

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

ORIGINAL FORM OF PAYMENT:  MC/VISA  American Express  Check  Other \_\_\_\_\_

ORIGINAL PAYMENT:  Personal  Institution

NAME of the ORGANIZATION or INDIVIDUAL who originally paid the registration and is due the refund

ADDRESS 1

ADDRESS 2

CITY STATE/PROVINCE ZIP CODE + 4 COUNTRY - IF OUTSIDE US, INCLUDE COUNTRY/CITY CODE

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

Reason for cancellation:

Submitted by:

Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

**Send this form:**

**By email to [jpaige@thyroid.org](mailto:jpaige@thyroid.org)**

**By fax to 703-998-8893**

**By mail to American Thyroid Association, 6066 Leesburg Pike, Suite 550 Falls Church, VA 22041 USA**

Internal use: Form of Refund:  MC  VISA  American Express  Check # \_\_\_\_\_  Other \_\_\_\_\_

Date submitted: \_\_\_\_\_ Original payment date: \_\_\_\_\_ Original payment: \_\_\_\_\_

Approved: \_\_\_\_\_ Amount due: \_\_\_\_\_

