

REFUND REQUEST FORM

87th ATA REFUND POLICY: Refund requests must be submitted using this Refund Request Form. Requests submitted by fax or e-mail before August 12, 2017, will receive a registration refund less \$150 USD or 50% processing fee (whichever amount is lower). Cancellation of Trainee and Guest registrations are subject to a \$50 cancellation processing fee per registration if cancellation request received before August 12, 2017. Pre-meeting programming and optional ticketed sessions purchased are subject to a \$75 USD (each) cancellation processing fee. No refunds for registration or programming will be granted if submitted after August 12, 2017. 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 thyroid@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: _____



American Thyroid Association, 6066 Leesburg Pike, Suite 550, Falls Church, VA 22041
 Phone: 703-998-8890 Fax: 703-998-8893 Email: thyroid@thyroid.org Website: www.thyroid.org