



## Conference and CE Refund

Use this form to request a refund of payment made for conference registration, CE courses, and extra tickets.

- 100% refunds (minus a \$25 handling fee) are available for cancellations on or before September 2<sup>nd</sup>, 2013
- 50% refunds (minus a \$25 handling fee) are available for cancellations after September 2<sup>nd</sup> through September 23<sup>rd</sup>, 2013
- No refund is available for cancellations after September 23<sup>rd</sup>, 2013

All refund requests must be submitted (or postmarked) by September 23<sup>rd</sup>, 2013. Refunds will be made by check only; credit card payments cannot be refunded back to the card.

Name \_\_\_\_\_

Date \_\_\_\_\_

Make refund check payable to  
\_\_\_\_\_

Send refund check to  
\_\_\_\_\_  
\_\_\_\_\_

Refund(s) for (check all that apply)

Conference Registration:  Full  One-day

Before Sept 2<sup>nd</sup>     After Sept 2<sup>nd</sup>     Before Sept 23<sup>rd</sup>

Member     Non-Member     Student

Extra Tickets Sunday Art Center Dinner

CE Registration , please specify course(s)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Comments:

Your signature \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Mail or fax this refund request form to: Fran Kovach, SIUSM Library, Dept. of Information & Communication Sciences, 801 N. Rutledge 9625, Springfield, IL 62794-9625. Fax 217-545-0988. Questions? [fkovach@siumed.edu](mailto:fkovach@siumed.edu).

.....,

For Committee Use Conference Finance Chair

\_\_\_\_\_ Date \_\_\_\_\_

Amount \_\_\_\_\_