

# Cancellation/Refund Request

**Cancellation Policy:** If you have registered for any of the *TMCEC* programs and find that you are unable to attend, you must cancel at least ten (10) working days before the conference starts. After those 10 working days, you and your city will be billed for meal expenses, course materials and housing (\$85 plus tax per night). Participants in the Assessment Clinics must cancel two (2) weeks prior to the conference in order to receive a refund of registration fees.

Name: \_\_\_\_\_

Primary City Represented: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_ Email: \_\_\_\_\_

Position:

- |                                     |  |                                       |
|-------------------------------------|--|---------------------------------------|
| <input type="checkbox"/> Judge      | <input type="checkbox"/> Court Administrator     | <input type="checkbox"/> Court Clerk  |
| <input type="checkbox"/> Prosecutor | <input type="checkbox"/> Bailiff/Warrant Officer | <input type="checkbox"/> Other: _____ |

Cancel location and dates of seminar: \_\_\_\_\_

Payment information:

Amount: \_\_\_\_\_ Check/CC #: \_\_\_\_\_

Yes, I am canceling at least ten (10) working days before the conference starts.

Reason for cancellation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Mail completed forms to:  
TMCEC 2210 Hancock Drive, Austin, TX 78756  
or send by FAX 512.435.6118

## For TMCEC Use

Comments:

\_\_\_\_\_  
TMCEC Staff Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved for refund – Executive Director