

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:

Judge Court Administrator Court Clerk

Prosecutor Bailiff/Warrant Officer 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 1609 Shoal Creek Blvd., Suite 302 Austin, TX 78701
or send by FAX 512.435.6118

For TMCEC Use

Comments: _____

TMCEC Staff Signature

Date

Approved for refund – Executive Director