# 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 2210 Hancock Drive, Austin, TX 78756
or send by FAX 512.435.6118

## For TMCEC Use

Comments:

_____
TMCEC Staff Signature

_____
Date

_____
Approved for refund ï Executive Director