



# TMCEC Cancellation Request Form AY26

**Cancellation Policy:** If you have registered for any TMCEC event and find that you are unable to attend, you must cancel at least fourteen (14) calendar days prior to the event start date to be eligible for a full refund. Cancellations must be made by submitting a Cancellation Request Form to [register@tmcec.com](mailto:register@tmcec.com). **If the Cancellation Request Form is submitted less than fourteen (14) calendar days prior to the start date of the event, you will not be eligible for a refund.**

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

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

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

Telephone #: \_\_\_\_\_ Email: \_\_\_\_\_

Position:

- Judge                                  Court Administrator                                  Court Clerk  
Prosecutor                  Juvenile Case Manager                  Other: \_\_\_\_\_

Name of event being cancelled: \_\_\_\_\_

Location and date of event being cancelled: \_\_\_\_\_

I am cancelling at least fourteen (14) business days before the event starts:      YES                  NO

I have a hotel room for this event that needs to be cancelled:                  YES                  NO

Reason for Cancellation: \_\_\_\_\_

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

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Date

Please return completed form to [register@tmcec.com](mailto:register@tmcec.com)

## For TMCEC Use Only

Comments:

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

\_\_\_\_\_  
Date