



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. **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) calendar 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

For TMCEC Use Only

Comments:

TMCEC Staff Signature

Date