



TMCEC Cancellation Request Form

AY27

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 of your registration fees. Cancellations must be made in writing by email.

If you cancel 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