

PSE Annual Convention Registration Cancellation Form

Cancellations - Use this form and fax/mail to: KF Events LLC
Attention: PSE Registrar
PO Box 3069
Lynnwood, WA 98046-3069
Fax: (206) 529-4999

This form needs to be filled out if you are canceling a registration for convention and there is no replacement for that person (if you have a replacement, fill out the Delegate Change Form).

Appeals for cancellations is **August 31, 2017**. Deadline to cancel in writing **July 6, 2017**. Any cancellations after this point will not receive a refund unless there has been a family emergency or serious illness that prevents a person from attending convention. We request that written explanation be submitted with this form (you may write on the back of this form). There is a \$30 service charge for processing any cancellation request.

The following registrant(s) will not be attending and there is no replacement:

Name: _____

Name: _____

Name: _____

Refund Procedure:

Refunds after July 6, 2017 are only given in the event of an emergency that involves a serious injury or death of an immediate family member.

- Chapter presidents and/or treasurers may appeal this procedure by making a request in writing to Charlotte Shindler, PSE President, P.O. Box 798, Auburn, WA, 98071
- Appeals must be received by **August 31, 2017** for consideration.

Chapter President/Treasurer Name (*print*):

Chapter Name: _____

Signature: _____ **Date:** _____