



PSE Annual Legislative Conference Registration Cancellation Form

Cancellations - Use this form and email/mail to: Public School Employees of Washington
Attention: Jennifer
McMaster PO Box 798
Auburn, WA 98071-0798
253-876-7424
jmcmaster@pseofwa.org

This form needs to be filled out if you are canceling a registration for Legislative Conference and there is no replacement for that person.

The cancellation deadline is **Friday, January 4, 2019**. 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 Legislative Conference. We request that written explanation be submitted with this form (you may write on the back of this form). There is a \$20 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 January 4, 2019 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 **February 15, 2019** for consideration.

Chapter President/Treasurer Name (*print*):

Chapter Name: _____

Signature: _____ **Date:** _____