

Cancellation/Refund Request

Cancellation Policy: If you have registered for any of the *TMCEC* programs and find that you are unable to attend, you must cancel at least ten (10) working days before the conference starts. After those 10 working days, you and your city will be billed for meal expenses, course materials and housing (\$85 plus tax per night). Participants in the Assessment Clinics must cancel two (2) weeks prior to the conference in order to receive a refund of registration fees.

Name: _____

Primary City Represented: _____

Address: _____

Telephone: _____ FAX: _____ Email: _____

Position:

- | | | |
|-------------------------------------|--|---------------------------------------|
| <input type="checkbox"/> Judge | <input type="checkbox"/> Court Administrator | <input type="checkbox"/> Court Clerk |
| <input type="checkbox"/> Prosecutor | <input type="checkbox"/> Bailiff/Warrant Officer | <input type="checkbox"/> Other: _____ |

Cancel location and dates of seminar: _____

Payment information:

Amount: _____ Check/CC #: _____

Yes, I am canceling at least ten (10) working days before the conference starts.

Reason for cancellation: _____

Signature _____ Date _____

Mail completed forms to:
TMCEC 2210 Hancock Drive, Austin, TX 78756
or send by FAX 512.435.6118

For TMCEC Use

Comments:

_____ TMCEC Staff Signature

_____ Date

_____ Approved for refund – Executive Director