



TMCEC Cancellation Request Form
AY25

Cancellation Policy: If you have registered for any TMCEC event and find that you are unable to attend, you must cancel **at least ten (10) business days** prior to the beginning of the event to be eligible for a refund. If you cancel less than ten (10) business days prior to the beginning of the event, your City shall be billed for any actual expenses incurred by TMCEC (e.g., meals, course materials, housing).

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 ten (10) business 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 brandi@tmcec.com

For TMCEC Use Only

Comments:

TMCEC Staff Signature

Date