

## CALEA 2020 MARCH CONFERENCE REFUND FORM



This form should be used by registrants of the CALEA 2020 Spring Conference in Orlando, Florida registrations. Upon completion, please email this form to [wjones@calea.org](mailto:wjones@calea.org), or mail it to 13575 Heathcote Boulevard, Suite 320, Gainesville, VA 20155. Please note that this form must be received by **5:00 PM ET on April 30, 2020**. **For additional information or questions** contact Wendi Jones at 703.352.4225, ext. 34, or via email at [wjones@calea.org](mailto:wjones@calea.org).

### REGISTRANT CONTACT INFORMATION

Name:	
Title:	
Organization:	
Online Registration Order Number:	
Address:	
City/State/Zip/Country:	
Phone:	Email:

**Check all that apply:**

- Please refund \$\_\_\_\_\_ for CALEA 2020 Spring Conference in Orlando, Florida attendees. Attendees names listed below.


- Please issue a credit of \$\_\_\_\_\_ for CALEA 2020 Spring Conference in Orlando, Florida registration fees. The credit will be used at either the July 2020 or November 2020 CALEA Conference. Unused credit will be refunded after the CALEA 2020 Fall Conference . Attendees names listed below.


**If original payment was made via check:** Please indicate the name and address the refund check should be sent to if it is different than the address listed above: \_\_\_\_\_

The refund check should be made payable to: \_\_\_\_\_

**If the original payment was made via credit card:** Card Type (select one):  Visa     MasterCard     American Express

Card Number	Expiration Date:
Name of Card Holder:	

Please note that only the credit card used for purchase may be refunded.

### FOR OFFICE USE ONLY

Date \_\_\_\_\_ Original Amount Paid \_\_\_\_\_ Amount to Refund/Credit \_\_\_\_\_

Approval \_\_\_\_\_ Date Approved \_\_\_\_\_