



OHIO DECA Cancellation & Refund Request Form

Ohio DECA Career Development Conference Refund Procedures

1. All cancellations must be submitted on this form.
2. **This form must be received in the Ohio DECA Office by March 2, 2012**, in order to receive a refund. No refunds will be made after this deadline.
3. Your refund may or may not be refundable depending upon if the hotel bills Ohio DECA for the original room(s) submission. If the hotel does bill Ohio DECA for the room(s), you will not be receiving a refund. Ohio DECA will not know if the hotel billed us until we receive the bill. Refunds will be sent after the bill has been reviewed and Ohio DECA determines that we were not charged for the original room(s) submission.
4. All eligible refunds will be processed after the Ohio DECA Career Development Conference.

Advisor: _____

Chapter: _____

Address: _____

City: _____ State: OH Zip Code: _____

Phone Number: _____ E-Mail: _____

Name of Attendee(s) to Cancel:

Name of person cancelling	Room configuration originally submitted (i.e., Single, Double, Triple, Quad)	Room configuration changed for remaining roommates (i.e., Single, Double, Triple, Quad)	Canceling room completely (Yes or No)

Refund Method: Make refund check payable to your Chapter DECA
 Make refund check payable to School District
 Other: _____

**E-Mail Form to: james.price@ode.state.oh.us
 Or Fax Form to: (614) 728-6176**

DO NOT FILL OUT INFORMATION BELOW - OHIO DECA OFFICE USE ONLY

Date Received Form: _____ Amount of Refund \$ _____