

 **OHIO DECA** Cancellation & Refund Request Form

Ohio DECA Fall Leadership Conference Refund Procedures

1. All cancellations must be submitted on this form.
2. **This form must be received in the Ohio DECA Office by October 31, 2011**, in order to receive a refund. No refunds will be made after this deadline.
3. All eligible refunds will be processed after the Ohio DECA Fall Leadership Conference.

Advisor: _____

Chapter: _____

Address: _____

City: _____ State: OH Zip Code: _____

Phone Number: _____ E-Mail: _____

Name of Attendee(s) to Cancel:

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____

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 \$ _____