NASFAA 2013

CANCELLATION/CHANGE OF ATTENDEE FORM

Note: If you have pre-registered and cannot attend the conference, you must send us written notice of your cancellation. If you do not cancel by close of business (5:00 pm EDT) June 21, you will be responsible for the full amount of the registration fees, and will be billed.

A. Cancellation

Name of Registrant to be Cancelled:			
Preconference Worksop Cancellation Fees to be Deducted:	❑ $25 (Thru May 24)	❑ $50 (May 25-June 7)	❑ $75 (June 8-21)
Conference Cancellation Fees to be Deducted:	❑ $25 (Thru May 24)	❑ $50 (May 25-June 7)	❑ $75 (June 8-21)
Pre-Payment was Made by:	❑ Check	❑ Credit Card	
Institution/Organization:	Make Check Payable To:		
Address:			
City:	State:	Zip:	
Phone:	Fax:	E-Mail:	

If paid by credit card, please provide the credit card information used to make the original credit card payment so we can apply the refund (we do not store this information in our system):

Select One:	❑ American Express	❑ Discover	❑ MasterCard	❑ Visa
Credit Card No.:			Exp Date:	
Name As it Appears on Card:			Security Code (On Back):	
Signature:			Date:	

B. Change of Attendee

Name of Previously Registered Attendee:			
Title:	Institution/Organization:		
Address:			
City:	State:	Zip:	
Phone:	Fax:	E-Mail:	
Name of New Attendee:			
Name/Informal for Badge:	Is This Your First Conference?	❑ Yes	❑ No
Title:	Institution/Organization:		
Address:			
City:	State:	Zip:	
Phone:	Fax:	E-Mail:	

Email, Mail or Fax this form to: membership@nasfaa.org
NASFAA Membership Services, 1101 Connecticut Ave., NW, Suite 1100, Washington, DC 20036-4303 or fax to (202) 785-1487

Please retain a copy for your records.