

NASFAA 2009

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 July 8, you will be responsible for the full amount of the registration fees, and will be billed.

A. Cancellation

Name of Registrant to be Cancelled:			
Conference Cancellation Fees to be Deducted:	<input type="checkbox"/> \$25 (Thru June 12)	<input type="checkbox"/> \$50 (June 13-26)	<input type="checkbox"/> \$75 (June 27-July 8)
Pre-Payment was Made by:	<input type="checkbox"/> Check	<input type="checkbox"/> Credit Card	

If paid by check, please tell us where the check should be sent:

Check to be Sent to: (Name)		Institution:	
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:	<input type="checkbox"/> American Express	<input type="checkbox"/> Discover	<input type="checkbox"/> MasterCard	<input type="checkbox"/> 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:	
Address:			
City:		State:	Zip:
Phone:	Fax:	E-Mail:	
Name of New Attendee:			
Name/Informal for Badge:			Is This Your First Conference? <input type="checkbox"/> Yes <input type="checkbox"/> No
Title:		Institution:	
Address:			
City:		State:	Zip:
Phone:	Fax:	E-Mail:	

Mail or fax this form to:
NASFAA Membership Services, 1101 Connecticut Ave., NW, Suite 1100, Washington, DC 20036-4303 or fax to (202) 785-1487.
 After June 30, please bring the Change of Attendee Form to the registration counter that corresponds with the original registrant's last name.