

Florida Public Pension Trustees Association

Cancelation/Refund Form

Refund Policy:

Cancellations received on or before 30 days prior to the start of the first day of the event will be refunded the registration fee less \$50.

Cancellations received less than (30) days prior to the start of the event will be refunded 50% of the registration fee.

Cancellations received seven (7) days or less prior to the start of the event will not be refunded.

This is due to the fact that we have guaranteed your attendance with the hotel two and a half weeks prior the start of event and are financially responsible.

*Please email this form back to **Cindy@fppta.org** .*

Reason for requesting cancelation/refund: _____

Please provide the name of the person you are requesting a refund for:

Name: _____

Organization: _____

Amount Paid: \$ _____ Invoice Number: _____

Event Name: _____

☐ Trustee Registration ☐ Associate Registration ☐ CPPT Certificate Program
☐ Other _____

Did you pay your registration fee by:

☐ Check ☐ Online Credit Card ☐ ACH

If paid by check or ACH, refund check should be written to:

Organization: _____

Provide the address you would like the refund mailed to:

Address: _____ Suite: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

If you paid by credit card, we need the last four digits of the number: _____

Name on card: _____ **Expiration:** _____

Date the charge was made: _____

Office Use Only

Reference DB Inv. # _____ Date Refunded: _____

Refund Approved by: _____ Amount Refunded: \$ _____ Check/Transaction Number: _____