

## Cancellation Policy and Refund Request

To request a refund, this Cancellation Form must be completed and postmarked by March 15, 2019.

**Refunds are issued as below excluding \$50 processing fee.**

Cancellation refunds are issued as follows:

- 1) Prior to February 1, 2019 (75% refund).
- 2) From February 1, 2019 to February 20, 2019 (50% refund).
- 3) From February 21, 2019 to March 15, 2019 (25% refund).
- 4) **No refunds** will be issued after **March 15, 2019**. Please be sure to carefully check your schedule.

First Name:	Last Name:
Name of registered attendee (if different from above):	
Daytime #:	Email:
Submission Date:	
Refund Request for Which Course(s):	
Reason for Request:	

Original Payment made with (circle one):      Check                  Credit card

**Please mail your completed form to:** STAAR Conference  
 PO Box 11  
 Oldwick, NJ 08858 US

**Or fax your completed form to:** 908-439-9239, attn: STAAR Conference Refund

Thank you,

The STAAR Team