



**SkillsUSA New York
CANCELLATION / REFUND REQUEST FORM**

(Please Print or Type)

School Name:

Who check is to be made out to:

Phone:

Advisor:

Home Phone:

Email:

Address to where check is to be sent:

Hotel Name:

Number of **Cancelled Rooms**:

Singles:

Doubles:

Total Cancelled Rooms:

Refund Amount:

I, _____ certify that room cancellations were made on
or before **April 16, 2018.**

Signature (Advisor)

Date

I, _____, acknowledge receipt of this form, and will make the
necessary adjustments.

Signature (Hotel Representative)

Date

FOR REFUND PAYMENT: Submit completed form to Midge McCloskey, 21 Pine Knoll Drive, Rochester, NY 14624.
Deadline for ALL refund requests is June 15th.

- **NOTE:** Refunds will only be paid to the schools meeting the April 16th cancellation deadline date. This form must be filled out completely and turned in at the time of the requested refund. Cancellations after the deadline due to extenuating circumstances, (personal illness, death in family, etc.) must be properly documented and submitted in writing to Midge McClosky.

ADVISOR: Please maintain 1 copy for submission at the time of the refund request, along with your original rooming forms.

HOTEL PERSONNEL: Please maintain a copy for your files, and return (fax or mail) the SIGNED form to the advisor.