



SEMINAR CANCELLATION/REFUND FORM

Refund Policy

1. If you have registered for a seminar and are unable to attend, you may request a refund for a seminar or online program registration. The *Seminar Cancellation/Refund* Form must be submitted at least 10 days prior to the start date of the seminar. Fax the *Seminar Cancellation/Refund* Form to NCQA Customer Support at 202-955-3531 or email to customersupport@ncqa.org
2. Registrants canceling more than 10 days prior to the scheduled program are entitled to a refund of the registration fee paid, less a processing fee. The cancellation fee for seminars is **\$150.00**; the cancellation fee for online programs is **\$25.00**. There are no refunds for cancellations received fewer than 10 days before the start date of the seminar.
3. Once received, you will receive an email confirmation that your refund is being processed. Refunds will be made in the same form of payment received (credit card or check); and processing may take 30 days.

REFUND REQUESTED

Seminar Title: _____ Date: _____

Confirmation Number: **RO** _____ Amount Paid: _____

Cancellation Fee: **-\$** _____

Refund: _____

REGISTRANT INFORMATION

Name: _____

Title: _____ Credentials: _____
(i.e., M.D., RN, CPHQ., etc.)

Organization: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

Email Address: _____

ORIGINAL PAYMENT INFORMATION FOR REFUND

Credit Card Type (Please circle one.): **Visa** **MasterCard** **American Express** **Diner's Club**

Cardholder's Name: _____

Credit Card Number: _____ **Expiration Date:** _____