



Seminar/Webinar Cancellation Refund Request

Refund Policy

If you cannot attend a seminar or Webinar you have registered for, you may request a refund. Complete and e-mail this form to conference@ncqa.org, or fax it to 202-955-3531, **at least 10 days before the seminar/ Webinar start date.**

Registrants who cancel more than 10 days before the seminar are entitled to a refund of the registration fee paid, less a processing fee (**\$150.00** for a seminar; **\$25.00** for a Webinar). No refund will be given for cancellations less than 10 days before the seminar/Webinar start date or for on-demand events. Cancellation and refund policies are subject to change for special events and conferences.

You will receive an e-mail confirmation when your request has been processed. Refunds will be in the same form as payment received. Processing may take up to 30 days.

Refund Request

Seminar/Webinar Title: _____ Date: _____

Confirmation Number: _____ Amount Paid: \$ _____

Cancellation Fee: \$ _____

Amount Refunded: \$ _____

Registrant Information

Name (include credentials): _____

Title: _____ Organization: _____

Address: _____

City/State/Zip _____

Phone: _____ Fax: _____

E-Mail: _____

Original Payment Method

Visa MasterCard American Express Diner's Club eCheck

Card Number: _____ CVV: _____ Expiration: _____

Cardholder Name: _____ Signature: _____