



2024 State Leadership and Skills Conference
Cancellation and Refund Request Form

SkillsUSA Indiana Refund Procedure:

1. All requests for refunds must be submitted on this form. No refunds will be processed after this date, March 8, 2024. ***(Full refund- 3/3/24 by 4 pm EST; 50% refund- 3/4-8/24; 0% refund after 3/8/24)***
2. All eligible refunds will be processed **AFTER** the conference for which they are requested.
3. This form must be received by the date set for each conference to receive the maximum refund available.

Date of Request _____

Conference for which the refund is being requested _____

School _____ Advisor _____

School Address _____

City, State, Zip _____

Name of Attendee(s) to Cancel and reason for cancellation:

_____	_____
_____	_____
_____	_____

Duplicate this form as necessary.

Total number of Cancellations: _____ - \$ _____ = \$ _____

Refund Method: Refund by check

Mail to: SkillsUSA Indiana
 PO Box 34689
 Indianapolis, IN 46234
 317-667-8247

email to: Kelley Baker
 kelley.skillsusa@gmail.com

For Office Use Only

Date Received: _____ Approved By: _____ Date: _____ Account #: _____