



**CANCELLATION FORM**

This form should be used by those wishing to cancel their IACUC18 registrations. Only cancellations submitted via this form will be accepted. Upon completion, please email this form to [registration@primr.org](mailto:registration@primr.org), fax it to 617.423.1185, or mail it to 20 Park Plaza, Suite 720, Boston, MA 02116. Please note that this form must be received by **5:00 PM ET on March 5, 2018**. Please contact us by phone at 617.423.4112, ext. 0, or via email at [registration@primr.org](mailto:registration@primr.org) if you have any questions.

**REGISTRANT CONTACT INFORMATION**

<b>Name, Degree(s):</b>	
<b>Title:</b>	
<b>Institution/Company:</b>	
<b>Address:</b>	
<b>City/State/Zip/Country:</b>	
<b>Phone:</b>	<b>Fax:</b>
<b>Email:</b>	

- I wish to cancel my registration for the IACUC18 pre-conference program on March 19.
- I wish to cancel my registration for IACUC18 on March 20-21.
- I do not wish to be refunded; please donate the balance of my registration fees to the **General Assistance Scholarship Program**.

**If original payment was made via check:** Please indicate the address to which the refund check should be sent, if different from address listed above.

The refund check should be made payable to: \_\_\_\_\_

**If the original payment was made via credit card:** Card Type (select one):  Visa  MasterCard  American Express

Card Number (last four digits)	Expiration Date:
Name of Card Holder	
Please note that only the credit card used for purchase may be refunded.	

**CANCELLATION POLICY**

Cancellations must be made by completing and returning this form by **5:00 PM ET on March 5, 2018**. Cancellations must be faxed, [emailed](mailto:registration@primr.org) to PRIM&R to the attention of Conference Registration. Once your cancellation is complete, a confirmation email will be sent from PRIM&R; please keep this email for your records. Refunds will be issued for all cancellations received by **March 5, 2018 at 5:00 PM ET**, minus a processing fee (\$75 for PRIM&R members; \$100 for nonmembers), within 60 days of the conclusion of the conference. No refunds will be issued for cancellations received after **March 5, 2018 at 5:00 PM ET**. Registrants who do not attend the conference and who do not contact PRIM&R in writing by **March 5, 2018 at 5:00 PM ET**, to cancel their participation are responsible in full for their fees. Refunds will not be issued for PRIM&R membership dues.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICE USE ONLY**

**Date** \_\_\_\_\_ **ID#** \_\_\_\_\_ **Original Amount Paid** \_\_\_\_\_ **Amount to Refund** \_\_\_\_\_  
**Approval** \_\_\_\_\_ **Date Approved** \_\_\_\_\_