

# Refund Request Form for Cancelling Training Registration

**Refund Policy Information:**

1. Requests for refunds must be received no later than Tuesday, 5:00 PM (Pacific Time) – a week prior to the start of the training course.
2. The full amount paid minus a \$5.00 processing fee will be refunded.
3. Allow 3 weeks for processing of refund request. All information must be accurate and complete to allow for processing.
4. The forfeiture date on all unclaimed refunds is 90 days from the start date of the course.

**Complete fully and mail, email OR fax the Refund Request Form to:**

Etudes, Inc.  
440 North Wolfe Road  
Sunnyvale, CA 94085

Fax: (650) 887-1730  
Email: [marlene@etudes.org](mailto:marlene@etudes.org)  
(notice of cancellation appreciated)

**Participant Name:** \_\_\_\_\_

**Course Title:** \_\_\_\_\_

**Course Start Date:** \_\_\_\_\_

**Amount of Refund (minus \$5.00 Processing Fee):** \_\_\_\_\_

**Make Check Payable to:** \_\_\_\_\_

**Mail Refund Check to:**

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Office Use Only:**

Rec'd Date: \_\_\_\_\_ Check # \_\_\_\_\_ Processed by: \_\_\_\_\_