

## Refund Request Form – Etudes Users Summit

**Refund Policy Information:**

1. There will be no penalty for cancellations received on or before the date 30 days prior to the first day of the Summit. The full amount paid minus a \$25 processing fee will be refunded.
2. A cancellation fee of 50% of registration costs plus a \$25 fee will be applied for cancellations received between 29 to 10 days before the annual Summit.
3. No refund will be issued for cancellations received less than 10 days before the first day of the annual Summit.
4. Allow 3 weeks for processing of refund request.

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

ETUDES Inc.  
440 North Wolfe Road  
Sunnyvale, CA 94085  
FAX: (650) 887-1730

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

**How did you pay for the course?**

Credit Card Type \_\_\_\_\_ Transaction ID: \_\_\_\_\_

Check #: \_\_\_\_\_

**Mail Check Refund to:**

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

Address Line 1: \_\_\_\_\_  
Street Address, P.O. Box, Company Name, c/o

Address Line 2: \_\_\_\_\_

City: \_\_\_\_\_ State/ Region: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Country: \_\_\_\_\_

**Office Use Only**

Processed by: \_\_\_\_\_ Check Date: \_\_\_\_\_

Check #: \_\_\_\_\_ Date Sent: \_\_\_\_\_