



**REQUEST FOR REFUND  
OF REGISTRATION FEES  
MO NAHRO**

**REFUND POLICY**

A written request for a full refund **MUST** be submitted to Jack McCord no later than three (3) days prior to the meeting. All requests received after that date will be assessed a \$25.00 fee. All requests for refunds after the meeting must be submitted within two (2) weeks of the meeting.

From: \_\_\_\_\_ Date: \_\_\_\_\_

Meeting Title \_\_\_\_\_

Please make check Payable to: \_\_\_\_\_

Mail check to the following address: \_\_\_\_\_

\_\_\_\_\_  
Signature: \_\_\_\_\_ See attached email

Phone: \_\_\_\_\_ email: \_\_\_\_\_

Requested refund for (name of person): \_\_\_\_\_

Reason for request: \_\_\_\_\_

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*For use by Missouri NAHRO Service Contractor (Jack McCord) & Missouri NAHRO Treasurer,  
Mona AuBuchon*

Date Request Received: \_\_\_\_\_

Amount of Paid Registration: \$ \_\_\_\_\_

Amount of Refund Fee: \$ \_\_\_\_\_

Amount of Refund Due: \$ \_\_\_\_\_

Date Paid: \_\_\_\_\_ Check (s) No. \_\_\_\_\_

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Mona AuBuchon, MO NAHRO Treasurer

\*\*\*\* A copy of this form will be sent with the refund check \*\*\*\*\*