

**PERSONAL REFUND REQUEST**

Name Last		First	
Street Address			
City		State	ZIP Code
Country		Email Address	
Cell Phone		Business/Other Phone	

**Conference Attending:** \_\_\_\_\_

**Current Arrival Date:** \_\_\_\_\_ **Departure Date:** \_\_\_\_\_

**Adjusted Arrival Date:** \_\_\_\_\_ **Departure Date:** \_\_\_\_\_

**Reason for requested refund:** \_\_\_\_\_

**Guest Signature** \_\_\_\_\_ **Date of Request:** \_\_\_\_\_

I request/authorize UC Davis Conference Housing to REFUND amount shown

**Payment**

For full or partial refund, please provide payment method used to pay for Conference:

Cash     Check     Visa/MasterCard Credit Card # \_\_\_\_\_ Exp: \_\_\_\_\_

**Refund Policy**

Your request will be reviewed by the Conference Housing Manager. Please allow 3-4 weeks for processing. Note that there is a **\$25** processing fee for all refunds. *If you did not make your payment directly to Conference Housing, you must request a refund from your conference coordinator.*

<p><b>FOR OFFICE USE</b></p> <p>REFUND Processed <input type="checkbox"/></p> <p>Refund ent. in CP <input type="checkbox"/></p> <p>Confirmation email <input type="checkbox"/></p>	<p><b>Send Completed form to:</b></p> <p>University of California Conference Housing [REFUND] 1049 La Rue Road #3300 Davis, CA 95616</p> <p>or hand deliver to Segundo Services Center, third floor, Rm 3300</p>
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**Approval** Office Use Only

Received by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Staff)

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Conference Housing Manager)

If not approved, reason for decline: \_\_\_\_\_