



## CPE COURSE CANCELLATION REQUEST

There is no cancellation fee if

1. Cancellation is made more than seven (7) days before the course **and**
2. The registration fee is kept on account.

A Cancellation Fee of \$70 will be applied if

1. Cancellation is made seven (7) or fewer days before the course **or**
2. A refund is requested.

There will be no refunds honored if proper notification is not received prior to the date of the course or if e-materials have been made available on the website. E-materials will be available three (3) business days prior to the date of the course.

Course Registrant's Name: \_\_\_\_\_

Title of course to be canceled: \_\_\_\_\_

Date of course to be canceled: \_\_\_\_\_

Registrant's Phone Number: \_\_\_\_\_

Registrant's Email Address: \_\_\_\_\_

**By signing below, I acknowledge that my registration has not yet been cancelled. I understand that I will receive an email from the DSCPA, within 72 hours, confirming my cancellation and detailing my statement of account. I further acknowledge that my cancellation will not be final until any and all fees associated with this cancellation and owed by me have been paid in full.**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

Email completed form to [cpe@dscpa.org](mailto:cpe@dscpa.org) or fax to 302-478-7412.