

SpainPREP

www.SpainPrep.com

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Spain Prep requires notification of cancellation in writing. You can use this standard form for any participant who is unable to travel and must withdraw from a Spain Prep trip. Send it to Spain Prep immediately to avoid unnecessary Cancellation Fees. Keep a copy of this form for your records.

PLEASE USE A PEN AND PRINT CLEARLY

Today's Date

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DAY

MONTH

YEAR

Group Name

Destination

Date of Departure

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DAY

MONTH

YEAR

Participant Name (First & Last):

Participant Name (First & Last):

Reason for Cancellation*:

*If you are canceling for medical or other qualified reasons, proper documentation must accompany the form

Check (if applicable) is to be made to this name:

Check (if applicable) is to be sent to this address:

SIGNATURE This form cannot be processed without the proper signatures. Spain Prep will process cancellations upon receipt of this completed Cancellation Form and the return of any airline/train tickets that have been issued on your behalf. Spain Prep will reimburse according to our cancellation policy set out in the Terms and Conditions and/or invoice. Any refund that you are owed will be sent within 90 days of Spain Prep's receipt of this Cancellation Form

Participant Signature
or Legal Guardian Signature (if participant is under 21 years)

Printed Name

Day Time Phone Number (Mandatory)

Email

INTERNAL USE ONLY

ID# Cancellation Fee

DAY MONTH YEAR

AMOUNT TO BE REFUNDED

DEPOSIT DATE (dd-month/yy)	AMOUNT	CREDIT CARD (Y / N)	CHECK NUMBER	SCHOOL CHECK (Y / N)