WILLOW
The Leadership Centre Willow Creek Canada

Cancellation Form

1. A refund of registration fees will be made only if we receive notification at least **2 days** before the conference start date.
2. The original invoice number must be referred to when requesting a refund.
3. Each refund request will have a $25(CDN) per guest administration fee applied.
4. Additional charges may be charged to the church IF a group-rate price originally offered is no longer applicable.
5. The refund, net of administration fees, will be processed by the same payment method (i.e. cheque, credit card, etc.) used to pay the original invoice.

Your Name: _____

Today's Date: _____

Your Church/Organization Name: _____

The Conference for which you are registered: _____

The Location (Church Name/City) of the Conference: _____

The Date of the Conference: _____

The # of spots you are cancelling: _____

Names and emails of those you are cancelling (if you have already provided them):

Name	Email

Please submit this form by either of the following:

Fax: 250.491.2467
Attn: Ministry Representative

Email: office@growingleadership.com
Subject: Conference Cancellation