

# STATE LEADERSHIP CONFERENCE

## Registration and Lodging Refund Policy

State Leadership Conference registration/lodging refunds are made under the following conditions:

1. All refund requests must be made in writing using the form posted on the PA FBLA web site. The form, with the adviser's signature, may be faxed to 570.398.1204 or e-mailed as a PDF file to [pafbla@comcast.net](mailto:pafbla@comcast.net).
2. Full registration/lodging refunds will be given if postmarked prior to the registration deadline, which is **January 29, 2010**.
2. A 50 percent refund will be given if postmarked up to 15 days prior to the opening of the State Leadership Conference. Therefore, the final postmark date for a 50 percent State Leadership Conference registration/lodging refund is **March 26, 2010**.
4. No refunds will be given for requests postmarked **March 27, 2010**, or later.
5. No refunds will be given for cancellations made while checking in to the hotel on April 11 (if applicable), or April 12 or April 13.

All refund requests must be sent to:

Mr. Bruce E. Boncal  
PA FBLA Executive Director  
P.O. Box 5085  
Jersey Shore, PA 17740  
570.398.4652 (home office phone)  
570.398.1204 (fax)  
e-mail: [pafbla@comcast.net](mailto:pafbla@comcast.net) (primary)