



# EcoTeach Cancellation Form

To cancel a participant from an EcoTeach trip, please fill out this form and return to us either by fax at 800-626-8992 or by mail at EcoTeach, PO Box 604, Poulsbo, WA 98370. Please note: you will remain an active participant until this form is received.

Date: \_\_\_\_\_

Please cancel \_\_\_\_\_ from the \_\_\_\_\_  
[Participant's Name] [School/Group Name]

trip to \_\_\_\_\_ scheduled for \_\_\_\_\_.  
[Country] [Trip Dates]

\_\_\_\_\_ YES, I have notified the trip leader, of this cancellation.

I understand that refunds will be made in accordance with EcoTeach's refund policy as stated in the Terms & Conditions (see below for a copy of the refund policy).

### **Cancellation & Refund Policy:**

- **180 days plus prior to departure:** A \$150 cancellation fee, plus any nonrefundable deposits or payments made by EcoTeach on behalf of the participant will be imposed.
- **179 to 120 days prior to departure:** A \$295 cancellation fee plus any nonrefundable deposits or payments made by EcoTeach on behalf of the participant will be imposed.
- **119 to 60 days prior to departure:** A \$495 cancellation fee plus any nonrefundable deposits or payments made by EcoTeach on behalf of the participant will be imposed.
- **Less than 60 days prior to departure:** no refund is available.

Mailed cancellations will be effective the day they are received in our office.

Faxed cancellations received on a business day before 2:00pm Pacific Coast Time (PST) will be effective same day, if received after 2:00pm PST or on a weekend or holiday, they will be effective the following business day.

**Signature of Participant or Parent/Guardian (if under 18):** \_\_\_\_\_

*Refunds will be made by check. Please fill out the information below if you are due a refund.*

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_