



Event/Registration Refund Request

Illinois Division Events

Date	Requested By		
Address			
City, State, Zip			
Daytime Phone		Email	
Event name			
Reason			
ID President	Approve/Refuse	Full/Partial	
ID Board Member	Approve/Refuse	Full/Partial	
Amount Approved			
Refund Check #		Date Processed	
Signature ID Board President/Date			
Signature ID Board Member/Date			
Signature ID Treasurer/Date			

Please note all ID events have a refund cutoff date. All requests will need to have a completed request form submitted to the ID Treasurer. The ID board will evaluate requests submitted after the cutoff date and determine eligibility for a full or partial refund. Refunds potentially may not be issued until after the event ends due to bookkeeping procedures.