

# Cancellation & Transfer Request Form



Telephone +1 480-922-2020 | Fax +1 480-483-8352 | www.worldatwork.org | 14040 N. Northsight Blvd.  
Toll free 877-951-9191 | Toll free 866-816-2962 | customerrelations@worldatwork.org | Scottsdale, AZ 85260 USA

Please see the WorldatWork Web site for the most up to date information, transfer, cancellation and credit policies at [www.worldatwork.org/refundpolicy](http://www.worldatwork.org/refundpolicy) prior to submitting your request.

All cancellation, transfer and credit requests must be submitted in writing to Customer Relationship Services either by mail, fax or email.

## Customer Information (All Fields Required)

NAME Dr. | Mr. | Mrs. | Ms FIRST MIDDLE LAST Premier Member I.D.

## Course/Event Information

CANCEL FROM:

COURSE/EVENT NAME

LOCATION DATE EVENT CODE

TRANSFER TO:

COURSE/EVENT NAME

LOCATION DATE EVENT CODE

COMMENTS

## Credit & Payment Information All payment information must be completed in full to process.

Credit issued for cancellations may be applied to other WorldatWork events or products. Credits not used within two years are deemed to be a contribution to ongoing WorldatWork research and related programs that support the profession.

CANCELLATION

- 15 or more calendar days prior to course – 100% credit on account
- 14 or less calendar days prior to course – 50% credit on account
- No notice – no credit

TRANSFER

- Course: 14 or less calendar days prior to a registered course are subject to a \$150 USD transfer fee

### PAYMENT

When transferring to another course, the remaining balance will be paid by:

Credit Card

Select One:  Corporate Card  Personal Card

Select One:  Visa  Mastercard  American Express  Discover  
(U.S. residents only)

By signing below, I authorize WorldatWork to charge my credit card: \$   
(Canada residents add 5% GST/8% HST if applicable.)

CREDIT CARD NUMBER EXPIRATION DATE

BILLING CREDIT CARD ZIP | POSTAL CODE

NAME AS IT APPEARS ON CARD (PRINT CLEARLY)

COMPANY NAME (IF USING COMPANY CARD)

CARDHOLDER SIGNATURE

Please send payment to:  
WorldatWork P.O. Box 29312, Phoenix, AZ 85038-9312