



2025 State Leadership and Skills Conference  
***Cancellation and Refund Request Form***

SkillsUSA Indiana Refund Procedure:

1. All requests for refunds must be submitted on this form. No refunds will be processed after this date, March 7, 2025. ***(Full refund- 3/2/25 by 4 pm EST; 50% refund- 3/3-7/25; 0% refund after 3/7/25)***
2. All eligible refunds will be processed **AFTER** the conference for which they are requested.
3. This form must be received by the date set for each conference to receive the maximum refund available.

Date of Request \_\_\_\_\_

Conference for which the refund is being requested \_\_\_\_\_

School \_\_\_\_\_ Advisor \_\_\_\_\_

School Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Name of Attendee(s) to Cancel and reason for cancellation:

_____	_____
_____	_____
_____	_____

*Duplicate this form as necessary.*

Total number of Cancellations: \_\_\_\_\_ - \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Refund Method:            Refund by check

Mail to:            SkillsUSA Indiana  
                  PO Box 34689  
                  Indianapolis, IN 46234  
                  317-667-8247

email to: Kelley Baker  
                  kelley.skillsusa@gmail.com

***For Office Use Only***

Date Received: \_\_\_\_\_ Approved By: \_\_\_\_\_ Date: \_\_\_\_\_ Account #: \_\_\_\_\_