



SOUTHERN VIRGINIA  
UNIVERSITY

## Cancellation Request Form

Cancellation refund policy: a student may only receive a refund payments and up to \$150 of deposit if he/she:

- 1) applies for cancellation within ten business days of submitting an Intent to Travel form.
- 2) finds an eligible student replacement for the trip.

In the event that the University must cancel a trip, students will be refunded 100% of all deposits and payments.

Name \_\_\_\_\_ Date \_\_\_\_\_

Student ID # \_\_\_\_\_ Name of Trip \_\_\_\_\_

Phone \_\_\_\_\_ Cell or 2nd phone \_\_\_\_\_

Email \_\_\_\_\_

Reason for Cancellation \_\_\_\_\_

Amount Paid to date: \$ \_\_\_\_\_

Name of trip replacement (if applicable) \_\_\_\_\_

Replacement's contact information \_\_\_\_\_

Eligible Refund Amount: \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Trip Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Replacement Signature \_\_\_\_\_ Date \_\_\_\_\_