



ASPHALT PAVEMENT
ASSOCIATION OF OREGON

5240 Gaffin Rd SE
Salem, OR
P; 503-363-3858
F. 503-363-5571
www.apao.org

Notifications of Cancellation or Transfer Form

The complete *Cancellation or Transfer policy and forms* are on our website: www.apao.org Registration fees are transferable within the same firm. APAO must be notified prior to making changes.

A *Cancellation Form* is required to process the cancellation and must be received no later than five (5) business days prior to Exam.

A **\$50 Cancellation fee** is imposed for each class cancellation. This fee does not apply to *Transfer Students*.

Notifications of Cancellation of (Student Name) _____

For the _____ class. Date of Class. _____

(Current Registered) Student Name: _____

Company _____

Address: _____ City: _____ State: _____ Zip: _____

(NEW) Student Name: _____

Company: _____

Address: _____ City: _____ State: _____ Zip: _____

E-Mail: _____ Cell Phone: _____

Work Phone: _____ Work Fax: _____

Authorized by: (Please print name and title): _____ Date: _____

Please Do NOT write in this box — APAO use

Registration fees paid \$ _____

Cancelation Fee \$ 50.00

Date Study Materials returned _____

Was Notification received within 5 business days of Scheduled class _____

REFUND amount \$ _____

Please Note:
If you paid by
credit card, please
call our office to
reverse charges.