

2017 National Emergency Services Academy (NESA)

Mail-In Payment Form

Please print out and complete this form if you are making a mail-in payment for one or more NESA Invoices. Sign and mail this request with payment to:

NHQ CAP/DO
ATTN: NESA Project Officer
105 South Hansell Street
Maxwell AFB, AL 36112

Fax: 334-460-8842 (credit card payments only)

Participant's Name: _____ CAPID: _____

Invoice(s) Paying For: _____

Payment Amount: \$ _____

Type of Payment: Check Money Order Credit/Debit Card

If paying by **check or money order** please write the participant's name, CAPID, and NESA on your check prior to mailing to NHQ CAP/DO like the example below:

John Doe	John Doe - 123456 - NESA - Invoice # 3000	1001
1000 Main Street		
Anywhere, ST 00000-0000	Date: <u>1 May 2017</u>	
Pay to the order of: <u>Civil Air Patrol</u>		<u>\$ 250.00</u>
<u>Two hundred and fifty and 00/100 Dollars</u>		
Any Bank		
Anywhere, ST		
Memo: For NESA Fee	<u>John Doe</u>	
000000: 0000 000 000 0		

If paying by Credit/Debit Card (Visa & Mastercard Only), please provide the following card information. Please indicate the address that is associated with the card.

Name of Card Holder: _____

Address: _____

Card Type: _____ CVR: _____ Card Expiration Date: _____

Card Number: _____

Signature: _____ Date Signed: _____

In case additional information is needed, please provide the following:

Best daytime telephone number and time to call: _____

Email address (for payment receipt notification): _____

Note: Please see the refund and cancellation policy on the back for more details.

NESA Refund & Cancellation Policy

Refunds will generally be based on when the member's request to cancel out of NESA is received and the reason. Cancellation requests must be made in writing via email to NESA-ADMIN@nesa.cap.gov; all cancellations will be acknowledged in writing once received.

Requests received by the 13th of March will receive a full refund, less a \$10 administrative fee.

Requests received from the 14th of March through the 17th of April will receive a refund of 75% of their fees.

Requests received from the 18th of April through the 15th of May will receive a refund of 50% of their fees.

No refunds will be possible after the 15th of May. Special cases for emergencies like a death in the family or hospitalization, or military deployment or service requirement changes will be considered on a case by case basis, but may still not receive a full refund.

Fees collected for cancellations are not transferrable, and cannot be carried forward to future NESA events.

Personnel can pay their fees in advance of receiving wing approval to attend. Personnel that are disapproved by their wing, making them ineligible to attend, will receive a full refund.

Should a wing revoke its approval for a member to attend after a member has been accepted and paid his or her fees, the wing may be responsible for reimbursing members for fees paid or other non-refundable expenses paid.