

Conference Registration Funds Request Form

Following confirmation of your final conference registration numbers, please submit this form to Science Atlantic (conferences@scienceatlantic.ca) to allow payments made through PayPal to be forwarded to you. Note: unless previously discussed, all funds will be sent to the Dean's office.

Conference: _____

Name: _____

Email Address: _____

Cheque made out to: _____

Mailing Address: _____

Total registration fees received via PayPal: _____

Less PayPal transaction fees: _____

= Amount requested: _____

Date: _____

Registration data spreadsheet attached

Below, please include any relevant notes (approved cancellations, etc.):

Note: Please allow four to six weeks for payment to be sent to you to allow for PayPal and bank processing times, refund processing, etc.