



**1. REGISTRANT INFORMATION (Please type or print clearly)**

REGISTRATION NUMBER \_\_\_\_\_

Last/Family Name \_\_\_\_\_

First Name \_\_\_\_\_

Mailing Address (Street or PO Box) \_\_\_\_\_

City, State/Province, Postal/Zip Code \_\_\_\_\_ Country \_\_\_\_\_

Email (Required) \_\_\_\_\_

**2. REGISTRATION CANCELLATION OPTIONS**

**OPTION 1**

I want to CANCEL my registration, and I want to DONATE the TOTAL amount of my refund to the Congress Scholarship Fund

**OPTION 2**

I want to CANCEL my registration, and I want to DONATE a PORTION of my refund amount to the Congress Scholarship Fund

**OPTION 3**

I want to CANCEL my registration, and I want to TRANSFER my registration to another person.  
(You will be contacted via email to complete this option before June 2020)

**OPTION 4**

I want to CANCEL my registration, and I want to receive my FULL refund amount, minus the administrative fee of US\$25.00

I understand that a fee of US\$25.00 will apply to my refund option #2 and #4.

**3. REFUND METHOD – Select one**

Credit Card on registration record

Bank Wire (Please verify with Bank)

Beneficiary Account Name \_\_\_\_\_

Beneficiary Account Number \_\_\_\_\_

Bank Name \_\_\_\_\_

Bank Address \_\_\_\_\_

Branch Number or name \_\_\_\_\_

SWIFT CODE Number \_\_\_\_\_

IBAN code \_\_\_\_\_

BIC code \_\_\_\_\_

Check – ACH (Please verify with Bank)

Beneficiary Account Name \_\_\_\_\_

Beneficiary Account Number \_\_\_\_\_

Bank Name \_\_\_\_\_

Bank Address \_\_\_\_\_

ACH Routing Code \_\_\_\_\_

**Refund Amount Due** US\$ \_\_\_\_\_

**Contribution to Congress Scholarship Fund**

Help others come to the Congress – US\$ \_\_\_\_\_

Administrative Fee (Option 2 and 4) – US\$ **25.00**

**Total Refund** US\$ \_\_\_\_\_

**Cancellation policy:**

The deadline for cancellation is March 31, 2021. All cancellations under the option 2 and 4 will have a US\$25 administrative fee. The fee serves to mitigate the financial impact on registrants while still enabling the BWA to cover the inalterable costs we incur to process cancellations.

**Mail, e-mail or fax this form to:**

**BWA Congress**

**BAPTIST WORLD ALLIANCE**  
405 N. Washington Street  
Falls Church, VA, 22046, USA

**Fax +1-703-893-5160**

Phone: +1-703-790-8980 ext. 17

Email: [congress@bwanet.org](mailto:congress@bwanet.org)

Website: [www.bwario.org](http://www.bwario.org)

**Note:** Registration payments made by credit card, will not be refunded by original payment if greater than 120 days.

Refunds will be issued within 60 days of request.