



**GRADUATION CANCELLATION/REFUND FORM**

Please complete sections 1, 2 & 3 of form, read the refund policy and sign.

Mail to:  
JOSTENS

1706 NORTH CIRCLE DRIVE  
COLORADO SPRINGS, CO 80909

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**1. REASON FOR CANCELLATION:** \_\_\_\_\_

**2. STUDENT INFORMATION**

Student Name	Today's Date
High School	
Payment Method (Check, Credit, Money Order, OR Cash): <i>If original order paid with Debit or Credit Card, please list account number and expiration date</i>	
<input type="checkbox"/> CHECK/MONEY ORDER <input type="checkbox"/> CASH <input type="checkbox"/> CREDIT CARD CC# _____ EXP DATE ___/___	

**3. IF REFUND IS DUE, A CHECK WILL BE ISSUED UNLESS PAYMENT WAS MADE WITH A CREDIT/DEBIT CARD.**  
(PAYMENTS BY CREDIT CARD WILL BE CREDITED TO YOUR ACCOUNT LISTED ABOVE)

Check Payable to	Phone Number
Address	City
State	Zip Code

**REFUND POLICY:**

- Refunds/Cancellations will NOT be processed without this form. This form authorizes Jostens to cancel your graduation order and if a refund is due, process a refund.
- Cancellation/Refund Request Forms must be **received by the graduation date for your school**. After the graduation date, items not claimed will be returned and/or destroyed and a refund will **not** be processed. Any balance due will be the responsibility of the student if form is not received prior to deadline.
- Items that have been received by the student will not be refunded. Order day delivered items, drop shipped items, plaques/mini diplomas as well as some personalized items will not be refunded.
- Refund amounts are calculated by deducting the non-refundable items from the amount paid on the graduation order. The shipping and handling fee is non-refundable.
- Refund checks will be made out to the person named above. Checks are processed through Jostens, Inc. headquarters out of Owatonna, MN. Please allow 4-6 weeks for check processing.
- Refunds can not be credited to another graduation account, ring account or used another graduation year.

FORM SUBMITTED BY: (Sign) \_\_\_\_\_ (Print) \_\_\_\_\_

*Person submitting request has read and understands the refund policy and assumes responsibility of information provided.*

<b>OFFICE USE ONLY SECTION:</b>  DATE RECEIVED:	<b>ITEMS RECEIVED/NON-REFUNDABLE</b>		<b>AMOUNT PAID</b>  \$ _____  <b>ITEMS RECEIVED/ NON-REFUNDABLE</b>  \$ _____  <b>REFUND DUE</b>  \$ _____																						
	<table border="1"> <tr><td>Status Tassel</td><td></td></tr> <tr><td>Key Ring</td><td></td></tr> <tr><td>Stacked Tassel</td><td></td></tr> <tr><td>Souvenir Tassel</td><td></td></tr> <tr><td>T/S</td><td></td></tr> <tr><td>Hoodie</td><td></td></tr> <tr><td>Other Clothing</td><td></td></tr> <tr><td>Diploma Items</td><td></td></tr> <tr><td>Other</td><td></td></tr> <tr><td>Handling</td><td></td></tr> <tr><td>Tax</td><td></td></tr> <tr><td>Total</td><td></td></tr> </table>	Status Tassel			Key Ring		Stacked Tassel		Souvenir Tassel		T/S		Hoodie		Other Clothing		Diploma Items		Other		Handling		Tax		Total
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