



Trip Cancellation Form

Please complete all fields and return this form to info@girlsvacationclub.com. Your cancellation will be confirmed via email once processed. Please keep in mind that each trip has a non-refundable portion, and refunds will be processed within 5-10 business days from receipt of cancellation form. Refunds can take up to 30 days to post on your account depending on your financial institution.

Traveler Information

Traveler Name: _____

Trip Name: _____

Booking Number: _____

Last 4 Digits of Your Credit Card Used: _____

Reason for Cancellation: _____

A form must be submitted for each room occupant wishing to cancel

Will your roommate still be traveling and paying for the room in full?

Yes

No

circle one

Please Select an Option Below:

- Please process a refund for all refundable funds
- Please allocate my payments towards my roommates final bill

I, _____, authorize Vanessa Addrienne Consulting, LLC, dba Girls Vacation Club, to cancel the above booking. I understand that my roommate(s) are responsible for canceling their rooms individually if desired, or paying the room in full. My signature below indicates that I have contacted my roommate to inform them of my intent to cancel, and that my cancellation will not be processed until Girls Vacation Club receives my cancellation form via email at info@girlsvacationclub.com. I also understand that a cancellation can take 5 - 10 days from submission, and have taken cancellation penalties and final payment due dates into account for any cancellation fees that may be imposed.

Signature

Date