



Saint William  
CATHOLIC CHURCH

## QUINCEAÑERA CANCELLATION NOTICE

**Cancellation of Quinceañera.** To cancel the quinceañera service, the parents must provide us with a written notice of cancellation and a copy of the payment receipt. Until notice of cancellation is received and approved by us, the cancellation is finalized.

Parent Name \_\_\_\_\_  
Email \_\_\_\_\_  
Phone \_\_\_\_\_  
Quinceañera name \_\_\_\_\_

\_\_\_\_\_ (initials) **Late Cancellation.** Cancellations are considered “late” when the parent does not cancel at least 120 days prior to the scheduled service. Late cancellations will result in no refund.

**Refunds.** Any refunds will be processed in the same method as the original payment.

**Cancellation Fee.** Staff (select one):

- ☐ 120 days or less. NO REFUND
- ☐ 180-121 days. 25% refund \_\_\_\_\_
- ☐ 360-181 days. 50% refund \_\_\_\_\_
- ☐ Over 360 days. 75% refund \_\_\_\_\_
- ☐ Other \_\_\_\_\_

\_\_\_\_\_ (initials) **No Refund Provider Initiated Cancellation.** We reserve the right to cancel the quinceañera service if the parents and daughter do not fulfill the requirements and guidelines (all that apply).

- ☐ Mass attendance
- ☐ Youth Ministry Program Attendance
- ☐ Mother and Daughter Retreat
- ☐ Youth Ministry Retreat

\_\_\_\_\_  
Liturgy Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Name and Signature

\_\_\_\_\_  
Date