**APPLICATION - INACTIVATION / REFUND – FORM**

New Application – Refund Policy:

The first year accreditation annual fee plus initial survey fee is due with each accreditation application. Additional fees will apply if special survey requests are made or for those facilities located outside the continental USA. After an application has been submitted and processed, QUAD A will refund 50% of the annual fee and 100% of the survey(s) fee(s) if the facility has not been surveyed. If the facility was surveyed, only 50% of the annual fee will be refunded. If the accreditation process is not completed within one year of the received date, a new application and appropriate fee is required. No refunds will be issued if the application expires. Upon receiving accreditation and once an anniversary date is established, the facility will be invoiced 6 months prior to the anniversary date. Fees must be paid by the due date on the invoice for the accreditation process to begin. Otherwise, late fees will be applied and other penalties will follow.

Facility Name: Facility ID#:

Facility Director’s Name:

Notification Date: Inactivation Date Requested:

**-INACTIVATION DATE CANNOT BE BACKDATED-**

**Reason for Inactivation (Continued on Page 2)**

[ ]  Change of Ownership or Move\*\* [ ]  Closure of Business\*\*

\*\*Please provide a mailing address for where we are to send any applicable refund, *following the closure of your business*

Name

Address

City/State/Zip

[ ]  Fees too high [ ]  Didn’t qualify for QUAD A accreditation

[ ]  Dissatisfied with QUAD A (Please explain below)

Explanation:

**Reason for Inactivation (Continued)**

[ ]  Other (Please explain below)

Explanation:

Signature of Medical Director:

By signing this form, you are submitting a request for inactivation and refund (if applicable), you also agree with the New Application – Refund Policy.

**Once this form is completed and signed, please submit via email to** **reception@quada.org**

If you have any suggestions for how we might improve, please contact us at reception@quada.org