

**Procedures for Refund of KCIA Research Support Fee**

According to KCIA policy, \$.50 per acre of the certification fees is designated for support of research projects. Any applicant may request a refund of this fee. The procedures are:

1. Applicant shall complete KCIA Research Fee Refund Request Form.
2. Form(s) must be submitted to KCIA after July 1 for summer inspected crops and October 1 for fall inspected crops.
3. All forms must be submitted no later than November 1 of the year that the field was inspected.
4. Requests will be verified for eligibility.
5. Eligible requests will be refunded within 30 days of verification.
6. Refunds will first be credited to the applicants account against current charges. If the applicants' account has a credit balance, a refund check will be issued if requested on the form.

**KCIA Research Fee Refund Request Form**

Instructions – complete all information, sign and send to KCIA.

If you have questions call KCIA at 785-532-6118

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_

List fields on the reverse of this form for which you are requesting a refund of the research support portion of the certification fee. Request additional forms, if needed.

I hereby request a refund in the amount of \$ \_\_\_\_\_ of the research support portion of the certification fees I paid for the fields listed on the reverse of this form. I agree that this refund may be credited to my account at KCIA against any unpaid charges.

Check this box if you would like a refund check issued to you for any credit remaining on your account.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
date

Mail or Fax to -- Kansas Crop Improvement Association  
2000 Kimball Avenue  
Manhattan, KS 66502  
Fax 785/532-6551



