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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, AAAASF 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: _____

NOTE: INACTIVATION DATE CANNOT BE BACKDATED

Reason for Inactivation –

- Change of Ownership or Move
- Closure of Business
- Dissatisfied with AAAASF accreditation
- Other (please explain below)
- Fees too high
- Didn’t qualify for AAAASF accreditation

NOTES:

Mailing address for refund check (if applicable):

Address _____ City/State/Zip _____

Signature of Facility Director: _____

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

Is there something we could have done better? Please call our office or email us to let us know.

Call: Jeanne Henry, Director of Accreditation at 847-775-1970

Email: reception@aaaasf.org