



7500 Grand Ave, Suite 200  
Gurnee, Illinois 60031

Toll Free: 1-888-545-5222  
Phone: 847-775-1970  
Fax: 847-775-1985  
reception@aaaasf.org  
www.aaaasf.org

### ACTIVE FACILITY - INACTIVATION / REFUND - FORM

Inactivation of Accreditation for Active Facilities Policy :

All refunds due to inactivation need approval by the Executive Director. The formal request must be signed by the director of the facility, or responsible party, if the director of the facility is no longer reachable. The request should include pertinent documents to back up argument of request if available.

The amount of the refund for inactivation is determined as follows:

- Inspection fee is fully refundable, if one was paid but no inspection was performed. No refunds on inspections performed.
- 100% Refund of annual fee if proper inactivation request is received and services were not rendered. A \$100.00 administrative fee will be subtracted from each refund.
- 50% Refund of annual fee if proper inactivation request is received and services were rendered. A \$100.00 administrative fee will be subtracted from each refund.
- If a facility has received their certificate, no refunds will be issued
- Late fees are not refundable
- No refunds will be issued to facilities with revoked accreditation

Facility Name: \_\_\_\_\_

Facility ID#: \_\_\_\_\_ Facility Director's Name: \_\_\_\_\_

Notification Date: \_\_\_\_\_ Inactivation Date Requested: \_\_\_\_\_

**NOTE: INACTIVATION DATE CANNOT BE BACKDATED**

Current Phase (circle one):    2<sup>nd</sup> Year Self                      3<sup>rd</sup> Year Self                      Re-survey

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:

Services Rendered:             Yes     No (Services Rendered: If the renewal documents are processed.)

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 Inactivation for Accredited Facilities 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 or Email: reception@aaaasf.org*