

## Event Cancellation and Refund Policy

### EARLY CANCELLATIONS

Cancellations must be submitted by the event's registration deadline to qualify for a refund of payment or credit of fees to an equivalent event. **See cancellation instructions below.**

#### Refund of payment

Enrollees may request a refund for a canceled registration, provided the event is canceled, through the Georgia Courts Registrar Events page (<https://gcr.onegovcloud.com/>), by the **registration deadline** for the event, and our office receives written notification of the cancellation. **See cancellation instructions below.**

#### Transfer to an equivalent event

Enrollees may request that their registration fees are credited to an equivalent event, provided the event's registration is canceled, through the Georgia Courts Registrar Events page (<https://gcr.onegovcloud.com/>), by **registration deadline** for the event. Additionally, our office must receive written notification of the cancellation by the registration deadline for the event. **See cancellation instructions below.** Once confirmed, our office will provide you with an access code to credit your initial registration fee toward a future event. You must register for and attend an equivalent event within six (6) months of the date of the initial event. Otherwise, all registration fees will be forfeited.

### LATE CANCELLATIONS

Fees are non-refundable and non-transferable for cancellations received after an event's registration deadline has expired.\* Hardship Exception: In cases of extraordinary hardship (e.g. military deployment or extreme illness or injury), an applicant may request that their registration fees get applied to an equivalent event.

If the request is granted, the applicant must, within six (6) months, register for and attend an equivalent event; otherwise, all payments are forfeited. If the request is not granted, the applicant must register for and submit payment for an equivalent future event.

### NO SHOWS

Fees are non-refundable and non-transferable for no-shows for any event.

**\*No refunds or credits will be issued for event registrations cancelled after the registration deadline has expired.**