

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.**

Cancellation Instructions: Login to your existing account at <https://gcr.onegovcloud.com/>

1. On your Profile page, click “**Events**” in the top blue menu bar. This will take you to the Events page.
2. Click on “**Events**” on the left side of the page.
3. Select the drop down arrow and click “**My Events**”. Locate your desired event on the list, and then click the Event Title to see more details.
4. Cancel the event by clicking the “**Cancel Registration**” button.
5. Send an email to the GCR (gcr@georgiacourts.gov) to inform us that you have canceled your registration. Request to transfer your event or to receive a refund, if applicable.

Payments made by credit/debit card less than 60 days of the cancellation will be credited back to the original credit/debit card. Payments made longer than 60 days or submitted in the form of a check, will be refunded by check.