



Cancelling a GCAAR Continuing Education Class

Members who have registered for a continuing education class through the GCAAR website through the Education & Events page can cancel their registration so long as you meet the requirements of the [cancellation policy](#).

1. Go to the GCAAR website at gcaar.com.
2. Click on **My Account** at the top of the website.



3. Enter your Login ID (member number) and password.

ⓘ Your Logon ID is your GCAAR member number. Contact membershiprecords@gcaar.com for help.

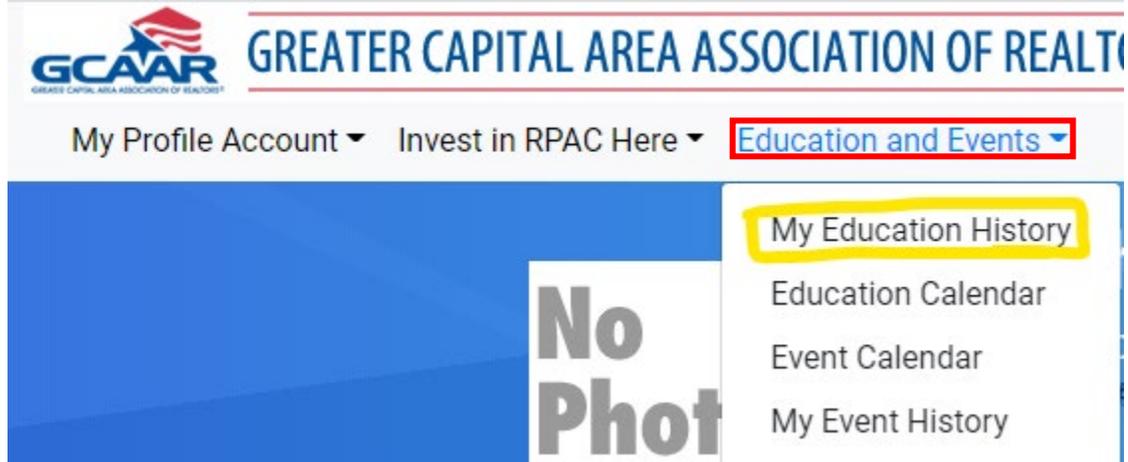
Please sign in

Login ID

Password

Sign In

4. Click on the **Education and Events**, and then **My Education History**.



5. Select **Classes You Are Registered For**.

- » [Personal Education Tracking](#)
- » [Classes You Are Registered For](#) ←
- » [Classes You Have Taken](#)

6. Find the class that you would like to cancel, then click the **Registration Cancellation** button.

DC Fair Housing (_DCFAIR)

| Registration ID | Class ID | Start Date | End Date | Start Time | End Time | Amount |
|-----------------|---------------|------------|-----------|---|----------|--------|
| EDD424025 | 210421FH | 04/21/21 | 04/21/21 | 9:00am | 12:00pm | 10.00 |
| Format | Class Room | Instructor | Dana Hill | Registration Cancellation | | |
| Location | Virtual Class | | | | | |

7. The course information page will appear. To cancel the course, click **Submit Cancellation**.
Class: DC Fair Housing

| | | | |
|---------------------|-----------|----------------|----------|
| Registration ID | EDD424025 | Invoice # | 5788154 |
| Class ID | 210421FH | Invoice Date | 04/15/21 |
| Class Date | 04/21/21 | Invoice Amount | 10.00 |
| | | Receipt # | 766676 |
| Registration Amount | 10.00 | Receipt Amount | 10.00 |
| Total Credit | 10.00 | | |

i Confirmation will be sent to the following e-mail address below. You may temporarily change your e-mail address here for this session. If you would like to permanently change your e-mail address please do so from the personal information/profile page

E-Mail Address (required)

name@email.com

[Previous Screen](#)

[Submit Cancellation](#)

8. Once the cancellation is received, your card/account will typically be refunded within 2-5 business days.
9. If the Submit Cancellation button does not appear on your registration, you will be unable to cancel the registration on your own. Please contact the Education Department at education@gcaar.com to request a cancellation and refund for your course registration.

Frequently Asked Questions

Q: Why is the Submit Cancellation button not available to me?

A: Members cannot cancel continuing education classes if the class registration is linked to multiple registrations and an in-house refund was issued for one class registration. New members registered for New Member Orientation and Code of Ethics must contact newmember@gcaar.com in order to be rescheduled to another session.

Q: What if I want to transfer to another CE class session rather than receive a refund?

A: We do not process transfers for CE classes. You must cancel the session you no longer want to attend and register for the new class session.

Q: The GCAAR offices are closed due to COVID-19. Can I still receive my refund?

A: Members who can cancel their own CE class registrations 24 hours prior to the start of the class will receive the refund as part of the cancellation process through the website. If you are unable to cancel online, please contact our Education Team at education@gcaar.com.