![GCAAR logo] **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.
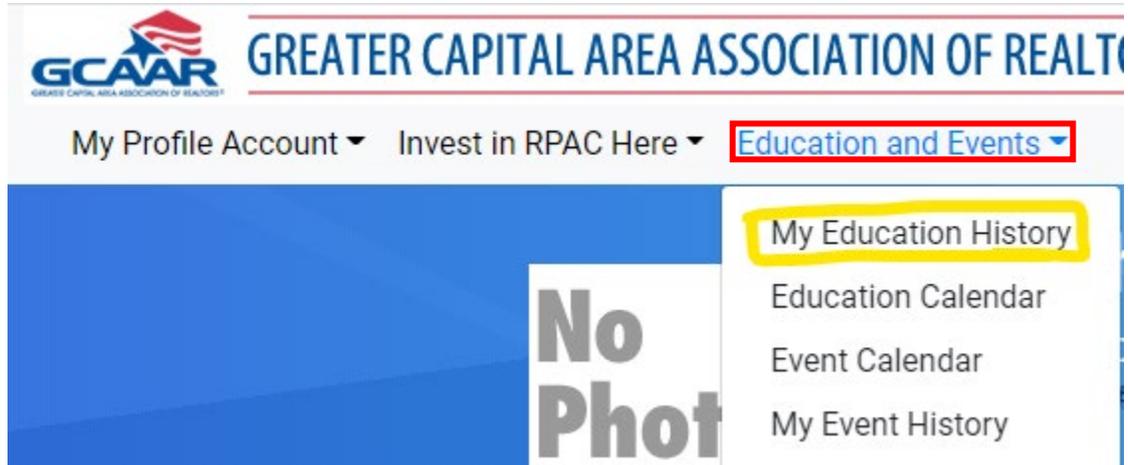

4. Click on the **Education and Events**, and then **My Education History**.

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

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	❶ 10.00		

❶ *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 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.