



ONLINE SKILLS EXAM CANCELLATION FORM

Name: _____ NCRA ID #: _____

Signature: _____

Address: _____

City: _____ State/Province: _____ Zip/Postal Code: _____

Phone: _____ Email: _____

****All cancellations must be received within 30 days of receipt of the confirmation email for the exam(s) that are being canceled.****

I hereby request a CANCELLATION of my _____ ONLINE SKILLS EXAM(s) and a refund of my registration fee(s). I have read and understand NCRA's exam cancellation policy. I understand that NCRA will retain a \$35 non-refundable processing fee for each exam registration listed above. I understand that if I have already scheduled appointments for the above exams with ProctorU I will contact ProctorU directly (855-772-8678 or www.proctoru.com) to cancel my appointment(s). All refunds will be returned in the manner in which they were received.

If you are requesting a cancellation and refund after the cancellation deadline due to an injury, major illness, family emergency or other extenuating circumstance, please submit back-up documentation with this form. Examples of adequate back-up documentation include, but are not limited to: doctors' notes and obituaries. Please note that processing fees will still be applied. Failure to submit your request with back-up documentation will result in the return of your request without consideration.

****The Certification and Testing Department must be contacted no later than 30 days after the receipt of the confirmation email for the exam(s) being cancelled to consider a refund. If you do not contact NCRA within 30 days, your entire registration fee(s) will be forfeited.**

National Court Reporters Association
12030 Sunrise Valley Dr., #400
Reston, Virginia 20191
Phone: (800) 272-NCRA (6272)
Fax: (703) 391-0629
Email: testing@ncra.org