



# ONLINE SKILLS TEST CANCELLATION FORM

NAME \_\_\_\_\_ NCRA MEMBER NUMBER \_\_\_\_\_

SIGNATURE \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

DAYTIME PHONE NUMBER \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

REASON FOR CANCELLATION \_\_\_\_\_

**All cancellations must be received by the end of the testing period based on the registration for the test(s) being canceled. \*\***

I hereby request a CANCELLATION of my \_\_\_\_\_ online skills test(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 test registration listed above. I understand that if I have already scheduled appointment(s) for the above tests with ProctorU, I will contact ProctorU directly at 855-772-8678 or [proctoru.com](http://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 the last day of the testing period based on the registration for the test(s) being canceled to consider a refund. For example, if you registered in the February 1-20 registration period to test during the March 1-20 testing period, NCRA must receive your cancellation no later than March 20. If you do not contact NCRA within the valid testing period for which you registered, your entire registration fee(s) will be forfeited.*

## SUBMIT TO NCRA

Please save the completed form and send via:

Email: [testing@ncra.org](mailto:testing@ncra.org)

Mail: National Court Reporters Association, 12030 Sunrise Valley Dr., Suite 400, Reston, VA 20191

Fax: 703-391-0629

## QUESTIONS?

Please email [testing@ncra.org](mailto:testing@ncra.org) or call 800-272-NCRA.