



# WRITTEN KNOWLEDGE 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 within 10 days prior to scheduled exam date.\*\***

I hereby request a CANCELLATION of my \_\_\_\_\_ (specify which test) Written Knowledge Test and a refund of my registration fee. I have read and understand NCRA's exam cancellation policy. I understand that NCRA will retain a \$35 non-refundable processing fee.

**You must also contact Pearson VUE to cancel your scheduled appointment, otherwise you will be assessed an additional \$65 cancellation fee.**

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, obituaries, and church bulletins. 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 a testing date to consider a refund. If you do not contact NCRA within 30 days, your entire registration fee 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.