

### Register-Now Course Cancellation Policy

- A. The employee should initiate an electronic cancellation request via Register-Now at least 21 calendar days before the class start date in order to avoid all possibility of your Command being billed for your seat.
- B. Late cancellations can be requested for emergency situations up to the last working day before the class start date with risk of your Command being billed for your seat if the class attendance falls below 12 priority 1 and 2 students as a result of your action.
- C. Cancellation requests go directly from the employee to the Continuous Learning Registrar with an e-mail notification to the Supervisor. The registrar will approve the requests the same day they are received. (7:30 AM to 4:30 PM Eastern Standard Time)
- D. Cancellation approval notices from the Registrar go to both the employee and supervisor.