

# Refund + Move or Cancel

[MOVE VIDEO](#) [CANCEL VIDEO](#)

Move + Price Adjustment	Cancel + Refund
<b>Move Member</b> <ul style="list-style-type: none"><li>- <i>Org Tools &gt; Accounts &gt; Classes</i></li><li>- <i>Select the right pointing arrow icon under the Action column</i></li><li>- <i>Then, select new desired class &gt; select desired reg slot and payment plan</i></li><li>- <i>Select the Red X under Reg Fee and you will see a "waived" message &gt; select email receipt yes or no and save registration.</i></li></ul>	<b>Cancel Registration</b> <ul style="list-style-type: none"><li>- <i>Org Tools &gt; Accounts &gt; Classes</i></li><li>- <i>Select the X under the Action column &gt; confirm cancel registration warning</i></li></ul>
<b>Price Adjustment</b> <ul style="list-style-type: none"><li>- <i>If price points are the same, no addition steps required.</i></li><li>- <i>Within the account, select the billing summary tab &gt; either credit or charge based on class price difference.</i></li></ul>	<b>Refund</b> <ul style="list-style-type: none"><li>- <i>Within the account, select the billing summary tab</i></li><li>- <i>under actions click the left pointing arrow &gt; choose whether to process a full or partial refund</i></li><li>- <i>Select "Issue credit for this refund"</i></li><li>- <i>Select Process Refund</i></li></ul>