

Refund + Move or Cancel

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

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