



Carl Vinson
Institute of Government
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CANCELLATION POLICY for the Financial Management Program

Written notice of cancellation must be dated no later than 10 business days prior to the date of the training event to receive a full refund of registration fees. Written notice that is dated for cancellation that occurs nine to six business days prior to the date of the training event will be assessed a 25% administrative fee. No refunds or credits will be issued for written cancellation requests that are dated within five business days prior to the date of the training event. Registrants who fail to attend, cancel, or send substitutes are liable for the full registration fee. Substitution of participant is encouraged over cancellation.

To cancel registration or send a substitute, please send notification to:

- Michele Jurkiewicz at mjurkiew@uga.edu for Local Financial programs
- Sharon VerBeek at sverbeek@uga.edu for State Financial programs, Charter Schools financial programs or Library financial programs