

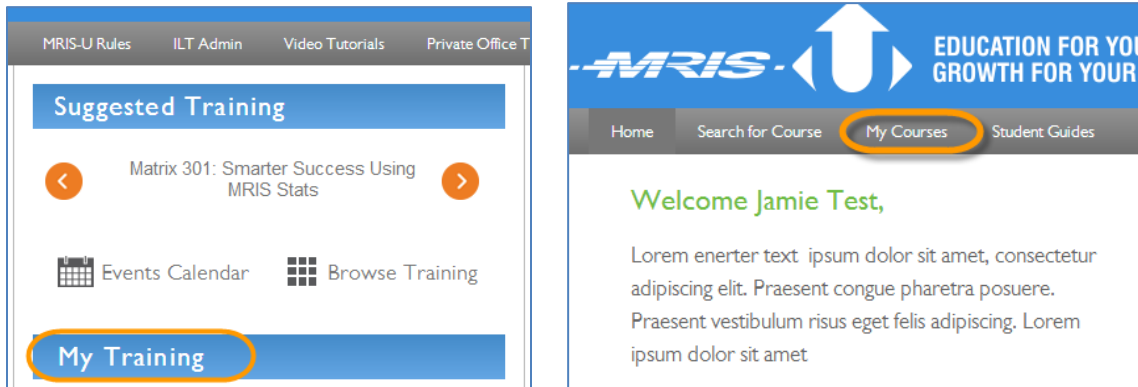
## MRIS-U Cancellation Policy:

You will be assessed a \$25 fee if you not attend or fail to cancel a **CLASSROOM** training at least 48 hours prior to your class start date and time (excluding holidays and weekends).

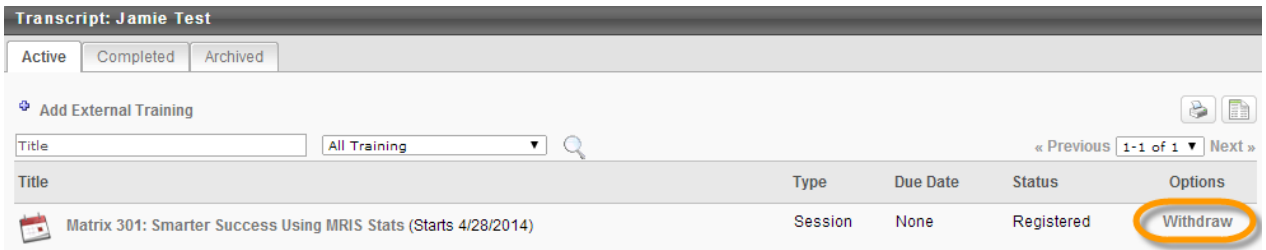
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## How to Cancel Your Enrollment

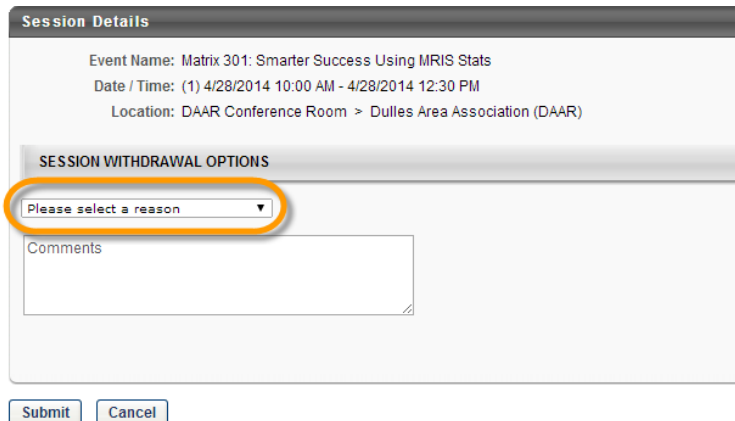
1. Login to [MRIS-U](#) using your Username and Password, and click **My Training** from the homepage or go to **View Your Transcript** under the My Courses tab.



2. Select **Withdraw** on the course name you want to drop.



3. Under Session Details, select a **reason** for cancellation and click **Submit**.




4. You will be redirected to your Transcript where you will see your status is **Withdrawn**.

**Transcript: Jamie Test**

Active Completed Archived

✚ Add External Training

Title  All Training  « Previous 1-1 of 1 Next »

Title	Type	Due Date	Status	Options
 Matrix 301: Smarter Success Using MRIS Stats (Starts 4/28/2014)	Session	None	<b>Withdrawn</b>	Select Session

Please follow these steps to ensure you are dropped from the session prior to the start of the class so you are not charged a no-show fee of \$25. **\*\*The no-show fee only applies to classroom training.\*\***