

All cancellation notices must be received in writing no later than one (1) week prior to the start of the scheduled conference/training in order to receive a refund. The cancellation notice must include: who should receive the refund, the address where it should be sent, the dollar amount and why the individual is seeking a refund; along with a copy of the front and back of the canceled check used for payment or a copy of the credit card statement reflecting the appropriate transaction. Cancellation notices should be emailed to AOSTraining@auditor.state.oh.us. A refund will not be issued if the cancellation notice is received untimely and/or after the onset of the conference. Refunds for extenuating circumstances will be considered.