

SUBSTITUTION ELIGIBILITY

Substitutions must be for the same course section and requested at any time up to one (1) business day prior to the start date of the course.

Substitutions cannot be guaranteed for classified, restricted, or approval-required courses.

PROCESS

- 1. Registrant:** Completes this form to give to the substitute
- 2. Substitute:** Registers online at www.pe.gatech.edu
Chooses the “Company Purchase Order” payment option and uploads this document at checkout, making certain to review “NOTE 2” below. Additional company documents may need to be added to this document prior to the registration process
- 3. GTPE Registration System:** Sends an email confirmation to the substitute

REGISTRANT INFORMATION

First Name _____ MI _____ Last Name _____

Email _____

Company _____

I am currently registered for the following course:

Course Title _____

CRN _____ Start Date _____ Location _____

I registered for this course with a CREDIT CARD COMPANY PO OTHER _____

SUBSTITUTE INFORMATION

NOTE 1 - Approval: Georgia Tech Professional Education (GTPE) assumes your substitute, if applicable, has permission from your company to attend in your place.

NOTE 2 - Payment: If you paid for the course with a purchase order containing your name, your substitute will be required to submit a revised or new purchase order, at the time of registration, that contains his or her name.

I authorize GTPE to give my seat to the following person:

First Name _____ MI _____ Last Name _____

Email _____