# Georgia Tech | Professional Education

## GTPE TRANSFER FORM

❑ **I have read and understand the policy below; I am eligible to request a transfer**

## TRANSFER POLICY

10 or more business days before course start date . . . . . . . . . . . . .. . . . . . . . . . . . . . . . **Transfer permitted**
Less than 10 business days before course start date . . . . . . . . . . . . . . . . . . . . . . . . . **No transfer permitted** *
\* Registrant can request to send a substitute ([click here for instructions](#))

## PROCESS

**Registrant:**    Complete this form
Register online at [www.pe.gatech.edu](http://www.pe.gatech.edu)
Choose "Company Purchase Order" option and upload this document at check-out

**Georgia Tech:** Review request and send an email confirmation, if approved

## TRANSFER REQUEST

**Note 1:** If you paid with a company credit card, Georgia Tech Professional Education (GTPE) assumes you have permission from your company to attend a new course.

**Note 2:** If you paid for the first course with a purchase order that is specific to the first course, you will be required to submit a revised or new purchase order for the new course.

First Name _____ MI _____ Last Name _____

GTID (9-digits / starts with 9) _____ Phone _____

Email _____

**I am currently registered for the following course:**

Course Title _____

Course ID/CRN _____ Start Date _____ Location _____

**I paid for this course with:**   ❑ CREDIT CARD    ❑ COMPANY PURCHASE ORDER    ❑ OTHER

**I would like to transfer my registration to the following course:**

Course Title _____

Course ID/CRN _____ Start Date _____ Location _____