

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
 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 _____