

- 1. Fill out form
- 2. Print form
- 3. Fax to 404-894-8925



**DISTANCE LEARNING -- PROFESSIONAL EDUCATION -- LANGUAGE INSTITUTE
Course / Conference Registration Form**

Payment Is Due With This Registration Form

Have you ever taken any credit or non-credit courses or applied for admission to Georgia Tech? YES NO

PARTICIPANT INFORMATION:

Today's Date: _____

Legal Last Name _____ Legal First Name _____ MI _____
 Preferred First Name _____ (for nametag) GT ID# (if known) _____ (9-digits, starts with a "9")
 DOB: Month _____ Day _____ Year _____ Job Title _____
 Street Address 1 _____ Street Address 2 _____
 City / State _____ Zip _____ Phone __work__home _____
 Fax Number _____ Email: _____
 Company Name _____ Address Line 1 _____
 Address Line 2 _____ City _____ State _____ Zip _____

DEPARTMENT

- | | | | | | |
|-----------------------------------------|---------------------------------------|----------------------------------------|-------------------------------------------|--------------------------------------|---------------------------------------|
| <input type="checkbox"/> Academic | <input type="checkbox"/> Engineering | <input type="checkbox"/> Info Tech | <input type="checkbox"/> Marketing | <input type="checkbox"/> Real Estate | <input type="checkbox"/> Shipping |
| <input type="checkbox"/> Administration | <input type="checkbox"/> Facilities | <input type="checkbox"/> Insurance | <input type="checkbox"/> Purchasing | <input type="checkbox"/> Sales | <input type="checkbox"/> Tech Support |
| <input type="checkbox"/> Corporate | <input type="checkbox"/> Finance/Acct | <input type="checkbox"/> Legal | <input type="checkbox"/> Production | <input type="checkbox"/> Security | |
| <input type="checkbox"/> Cust Service | <input type="checkbox"/> HR | <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Public Relations | <input type="checkbox"/> Service | <input type="checkbox"/> Other |

COURSE INFORMATION

Public Offering _____ Conference _____ Online _____

Subject _____ Course # _____ Title _____
 Location _____ Start Date _____
 CRN _____ (if known) Conference Workshop Title (if applicable) _____
 Conference Workshop Title (if applicable) _____
 Course/Conference Charge \$ _____
 Additional Optional Fees \$ _____
 Additional Optional Fees \$ _____
 Money Wire Transaction Charge (if paying by money wire) \$ _____ (obtain from financial institution)
 TOTAL Amount \$ _____

How I found about this course

- GT website Online ad Brochure Catalog Email Referral Other

If available, please provide the "Z" code from your printed material: _____

Payment Information is located on page 2 and must be submitted with page 1 in order to reserve your seat in this course



Payment Is Due With This Registration Form

___ **Purchase Order Number** _____ A copy of an approved PO, DD1556, or SF182 must be submitted with this form

___ **Credit Card Type:** **AMX** **VISA** **MC** **DIS**

Cardholder Name _____

Card Number _____ Exp. Date ____ / ____ / ____

Street Address _____ City _____ State _____ Zip _____

___ **Check Number** _____

Make payable to: **Georgia Tech** (include student name, course # and course date on the check)
Mail to: Distance Learning/Professional Education
Georgia Institute of Technology
PO Box 93686
Atlanta, GA 30377-0686

___ **Money Wire**

Step 1. Calculate your course charges and add any additional transaction charges you may incur to determine the total wire amount (usually applicable to international wires)

Step 2. Provide the information below to your financial institution in order to process the money wire

Step 3. Provide a copy from your financial institution that verifies the transaction has been processed and completed
o Fax a copy to 404-894-8925 **OR**
o Send an electronic copy to the contract email listed below

Payee Information: Georgia Institute of Technology
225 North Ave
Atlanta, GA 30332-0357

Taxpayer ID 58-6002023
Duns Number 003321619
Cage Number OKC83
Phone Number 404-385-3537
Swift Code BOFAUS3N (for non-US transfers only)

Financial Institute Information: Bank of America
600 Peachtree St NE
Atlanta, GA 30308

WIRE Routing Number: 026009593
ACH Routing Number: 061000052
Deposit Account Title Georgia Institute of Technology – General Accounting
Depositor Account # 003282509571
Type of Account Checking

Contact for Money Wires: Judy Johnson
judy.johnson@dlpe.gatech.edu

FINAL REMINDER: Seat assignment will not be made until payment is received in full

Fax: 404-894-8925 • Phone: 404-385-3501 • www.pe.gatech.edu
Georgia Tech • Professional Education • PO Box 93686 • Atlanta, GA 30377-0686
FEI # 58-6002023

Print and Fax form to 404-894-8925



Professional Education Terms and Conditions for Registration

Course, meeting or conference registration (seat assignment) will not be confirmed until payment is received

Credit Card Registration Policy

- Credit card payments for registrations submitted on the web site are charged to your account immediately upon processing regardless of whether space is available in the course, conference, or event
- If space is not available, Georgia Tech Distance Learning and Professional Education (DLPE) will immediately refund the payment to the original credit card only
- If DLPE or the Georgia Tech sponsoring unit cancels the course, conference, or event for any reason and the registrants are due a refund as a result, DLPE will refund the payment to the original credit card only

Company or Government Purchase Order / GT PeopleSoft Registration Policy

The following documents may be submitted electronically or faxed to 404-894-8925

Company Purchase Orders must be received at the time of registration and include:

- The name of the participant
- A complete billing address and document ID
- The name and date of the program and the correct registration fee
- An authorized signature

PeopleSoft Numbers must be submitted at the time of registration and include:

- A valid Georgia Tech PeopleSoft account number
- A document ID
- The departmental financial contact

Government Purchase Orders (DD-1556 / S-182) must be received by the start date of the course and must include the same items listed in the Company Purchase Order section above

Cancellation Policy: Short Courses, Meetings or Conferences

If you must cancel your registration and it is 10 or more business days prior to the course start date, you may choose to

- Substitute a person
- Transfer to another course, meeting or conference
- Receive a full refund

If you must cancel your registration and it is less than 10 business days prior to the course, meeting or conference start date, you may choose to:

- Substitute a person (no refunds or transfers in the 10-day window before the course start date)

If you register for a course during the 10-day window prior to the start date, you may not request a refund or transfer to another course, meeting or conference if you need to cancel.

Cancellation Policy: Online Course

If you must cancel your registration and have not yet received your online login instructions, or you have not yet logged in to access the course material, you may choose to:

- Transfer to another course
- Receive a full refund

If you have already received your login instructions or logged in to access the course materials, no transfers or refunds are available

Cancel, transfer or substitution requests must be made on the [Cancellation Substitution Transfer Request Form](#) and submitted by

Email: dlpeinfo@mail.gatech.edu • Fax: 404-894-8925

Mail: Georgia Tech Professional Education • PO Box 93686 • Atlanta, GA 30377-0686