GTPE WITHDRAWAL FORM

COURSE TYPE and REFUND SCHEDULE KEY

- **In-Person Instructor-Led:**   **Synchronous:** Instructor and students meet on a schedule

  Website Details: Format = Classroom | Location = Building / City / State

- **Virtual Instructor-Led:**   **Synchronous:** Instructor and students meet on a schedule

  Website Details: Format = Online | Location = Online

REFUND SCHEDULE *	
Business Days Prior to Start Date	**Percent of Refund**
10 or more	100
5-9 days	50
1-4 days	25
0 days	0

- **Online Self-Paced:**   **Asynchronous:** You work at your own pace

  Website Details: Format = Online | Location = Online

REFUND SCHEDULE	
Condition	**Percent of Refund**
Prior to the start of the course & no materials access	100
After the start of the course or access to materials	0

WITHDRAWAL DETAIL

First Name_____ MI_____ Last Name_____

Email _____ Company (if applicable) _____

Please withdraw me from this course: Course Title_____

Course ID / CRN_____ Start Date_____

Course Type: ❑ In-Person Instructor-Led (class meets on a schedule)

❑ Virtual Instructor-Led (class meets on a schedule)

❑ Online Self-Paced (work at your own pace)

Reason unable to attend _____

I paid for this course with: ❑ CREDIT CARD   ❑ COMPANY PO   ❑ OTHER _____

SUBMIT TO: peregistration@gatech.edu

*Refund Exception Appeal (see page 2)

EXCEPTION CONSIDERATION

❑ I am withdrawing less than ten business days before my in-person or virtual instructor-led course and acknowledge that I am entitled to receive the refund percentage listed in the above Refund Schedule. However, I ask that you consider the following extenuating circumstance and consider a full refund.

❑ I understand that the decision on this refund appeal will be reflected in the amount refunded and that I will receive no other reply.

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GTPE OFFICE USE ONLY

Date Received _____

Decision Notes _____

_____

❑ **Synchronous Course Type**

Refund Schedule Rule to Apply:

   ❑ 10 or more business day: 100%

   ❑ 5-9 business days: 50%

   ❑ 1-4 business days: 25%

   ❑ 0 business days: 0%

❑ **Asynchronous Course Type**

Refund Schedule Rule to Apply:

   ❑ Prior to the start of the course and prior to accessing materials: 100%

   ❑ After the start of the course or access to the course materials: 0%