

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.

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%