

EDUCATION COURSE TRANSFER/CANCELLATION FORM

CANCELLATIONS, TRANSFERS & REFUNDS: Deadline to cancel or transfer registrations is two working days prior to the event. **EFFECTIVE JANUARY 1, 2009 A \$10.00 ADMINISTRATIVE FEE WILL BE CHARGED PER COURSE CANCELLED OR TRANSFERRED.** ALL Cancellations/transfers must be in writing: email: leah.duke@ggar.com or fax to 864-672-3207. Telephone cancellations or transfers will not be accepted. Any refunds will be issued within fourteen business days.

NO SHOWS/LATE CANCELLATIONS: No refunds will be given.

FEE REQUIRED IN ORDER TO PROCESS TRANSFER/CANCELLATION (\$10 per course to transfer or cancel – see above)

- Check (Please make checks payable to GGAR) \$ _____
- VISA MASTERCARD Total Amount to be Charged: \$ _____

Credit Card #: _____ Expiration: _____

Signature (required for credit card charge): _____

Date: _____

Student Name: _____ (First Name) _____ (Last Name)

Company: _____ Phone#: _____

1st Request:

Please transfer/cancel _____ on _____ at _____
(CIRCLE ONE) (CLASS TITLE) (DATE) (TIME)

_____ Issue refund **or**

_____ Replace with _____ on _____ at _____
(CLASS TITLE) (DATE) (TIME)

2nd Request:

Please transfer/cancel _____ on _____ at _____
(CIRCLE ONE) (CLASS TITLE) (DATE) (TIME)

_____ Issue refund **or**

_____ Replace with _____ on _____ at _____
(CLASS TITLE) (DATE) (TIME)

GGAR
50 Airpark Court
Greenville, SC 29607
Phone: 864-672-4427 * Fax: 864-672-3207