

Transfer Form

Please use this form for all transfer requests. Fax to 202/289-4074 or email to training@dgac.org. If you do not receive confirmation from us by COB on the next business day, please give us a call at 800/634-1598 to ensure we received your form. As a reminder, our transfer policy is provided for you below.

Transfer Policy

- ◆ Transfers to another class may be arranged up to six business days prior to class.
- ◆ Substitutions may be made at any time prior to the beginning of the class.
- ◆ In the event of a class cancellation, DGAC's sole responsibility will be to refund the amount paid or reschedule at DGAC's discretion. DGAC assumes no responsibility for loss of travel or other expenses.

Transfer Your Registration To Another Course

PLEASE PRINT CLEARLY

Date of Request: _____

Student's Name: _____

Company: _____

Phone Number: _____

Fax Number: _____

Email Address: _____

Original Course Number, Date & Price: _____

Desired Course Number, Date & Price: _____

(If the course you request is full, we will contact you to select another.)

If there is a price difference, please supply the credit card to be charged or refunded below:

Credit Card # _____ Exp. Date: _____

Office use only	Date Received:	Received By:	ID #:
	Xfer Course:	Price Difference:	
Charge/Refund Date:	Confirmed with student on date:		
Comments:			