



Transient Permission Request

Print clearly or type.

Read, complete, print, and sign this form.

Submit by:

- **Email:** registrar@northgatech.edu
- **Fax:** 706.754.7777
- **Mail:** NGTC Registrar's Office, PO Box 65 Clarkesville, GA 30523
- **Hand:** Deliver to the receptionist on any NGTC campus

Terms and Conditions:

- To be approved as a transient student, you must be in good academic standing. The course(s) you wish to take must be required for completion of your current NGTC program of study. You must have fulfilled any prerequisites.
- If you are approved, we recommend you pay the Host Institution in advance and await reimbursement from either PELL or HOPE for the amount of aid you are deemed eligible. Submit financial aid questions to: **finaidtransient@northgatech.edu**
- Successful completion with a grade of "C" or better in equivalent course(s) is necessary for transfer credit at NGTC. You must order an official transcript from the Host Institution and have it sent to the NGTC Registrar's Office once the course(s) have been completed for any transfer credit to be posted. It is your responsibility to register for courses which are applicable for your program of study.
- All fields are required.
- By signing and completing this form you agree to these terms and conditions.

Name: _____ NGTC Student ID #: _____

Address: _____ Date of Birth: _____

City: _____ State: _____ Zip Code: _____ Phone : (____) _____

NGTC Email Address: _____ NGTC Advisor: _____

Program of Study: _____ Level: Certificate Diploma Associate Degree

Term You Wish to be a Transient Student: Fall Spring Summer Year: _____

Name of College You Wish to Attend (Host Institution): _____

Email for Host Institution **Admissions** Contact: _____

Email for Host Institution **Financial Aid** Contact: _____

List Host Institution Course Number(s) Below:
Example: HIS 1111

List NGTC Equivalent Course Number(s) Below:
Example: HIST 1111

- | | |
|----------|----------|
| 1. _____ | 1. _____ |
| 2. _____ | 2. _____ |
| 3. _____ | 3. _____ |

Student's Signature: _____ Date: _____

As set forth in the student catalog, North Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender identification, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). For complaints or information, contact Dr. Vinson Burdette, VP of Student Affairs (706- 754-7711, Title VI, IX, II), or Kay Morgan, special services contact (706-754-7828, Sec. 504/Title I/ADA) at 1500 HWY 197 N, Clarkesville, GA 30523.

This institution is an equal opportunity provider and employer. If, as an employee, you wish you file a Civil Rights complaint, please call GSA's Office of Civil Rights at 202-500-0767 or 800-662-6376 or send an email to civilrights@gsa.gov. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Center for Civil Rights Enforcement, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov. 4/13/2022