



Transient Permission Request

Print clearly or type.

Read, complete, print, and sign this form. Submit to the registrar's office 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, 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. You may not receive permission if you are suspended.
- 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: finaid@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.

Student Information

Name: _____ NGTC Student ID #: _____

Mailing Address: _____ Date of Birth: _____

City: _____ State: _____ Zip Code: _____ Phone: _____

Email Address: _____ NGTC Advisor: _____

Program of Study: _____ Level: ☐ Certificate ☐ Diploma ☐ Associates 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: HIS 1111

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

Student Signature: _____ Date: _____

As set forth in its student catalog, North Georgia Technical College complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, creed or religion, national or ethnic origin, sex (including pregnancy, sexual orientation, and gender identity), disability, age, political affiliation or belief, genetic information, veteran or military status, marital status, or citizenship status (except in those special circumstances permitted or mandated by law). The following persons have been designated to manage inquiries regarding the non-discrimination policies: Dr. Vinson Burdette, VP of Student Affairs, Title IX Coordinator, Clegg Center 211, (706) 754-7711, vinson.burdette@northgatech.edu and Kay Carroll, Special Populations and Retention Coordinator (Section 504), Clegg Center 214, (706) 754-7828, kay.carroll@northgatech.edu at 1500 HWY 197 N, Clarkesville, GA 30523.

This institution is an equal opportunity provider and employer. 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, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

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