



Gordon State College
University System of Georgia
OFFICE OF THE REGISTRAR
419 College Drive
Barnesville, GA 30204
678.359.5022 f. 678.359.5382
www.gordonstate.edu

NOTICE: You must pay out of pocket for transient courses unless you are receiving HOPE *Scholarship funds*. Be sure your finances are in order before requesting transient permission.

Transient Permission Request Form

Section I (to be completed by the student)

Name and Department of Transient Institution

GCID Number

Mailing Address

Last Name First Name Middle Name

City State Zip Code

Mailing Address

Transient Enrollment Term: ☐ Spring ☐ Summer ☐ Fall _____
Year

City State Zip Code

Fax Number

Phone Number

I would like to enroll in the following course(s) as a Transient Student:

Please complete both the Transient School's course information as well as Gordon State College's course information. A searchable listing of Gordon State College Transfer Equivalencies can be found at <https://www.gordonstate.edu/departments/registrar/transfer-credit-equivalencies-credit-by-examination/index.html>

Course Name/Number at Transient School (example: ENGL 1101)	Course Name/Number at Gordon (example: ENGL 1101)	<u>GORDON STATE COLLEGE USE ONLY</u> Approval/Denial/Comments	Pre-requisites met

Please Send Immunization Certificate ☐ YES ☐ NO

Are you receiving HOPE? ☐ YES ☐ NO

TERMS OF AGREEMENT:

I have read the Transient Permission Memorandum attachment and understand my responsibilities as a transient student. Furthermore, I understand that I must request that the transient institution send an official transcript to Gordon State College at the conclusion of the semester of transient permission. I understand that if I do not attend the transient institution, I am responsible for submitting a statement of non – attendance to Gordon State College.

In addition, **I understand that Gordon State College does not pay federal financial aid to transient students who attend another college**. I understand that I will have to ***pay out of pocket*** for the courses listed above, unless I am receiving HOPE *Scholarship funds*.

Student's Signature

Date

Section II (to be completed by the Registrar's Office)

The aforementioned student has permission to attend your institution as a transient student and enroll in the approved classes documented on this form. The student:

☐ Is in good academic standing and currently eligible to return to Gordon State College.

☐ Is in on academic probation but is currently eligible to return to Gordon State College.

☐ Is on academic suspension and is currently **not eligible** to return to Gordon State College.

☐ Is currently enrolled in his/her first term at Gordon State College and is currently eligible to return to Gordon State College.

Comments: _____

Official of the Registrar's Office

Date

OFFICE USE ONLY

Last Term Attended: _____

Last Term Admitted: _____

Last Academic Standing: _____

Learning Support Status: _____

CPC Status: _____

Pre-Req Status: _____

Academic Advisor _____



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Transient Permission Memorandum

Please read the following information carefully.

- Please allow approximately five to seven business days for this request to be processed.
- Students who receive transient permission are allowed only one (1) semester at the host school before returning to Gordon State College. If you have extenuating circumstances and need to study as a transient student for consecutive semesters before returning to Gordon, you must submit a written appeal to the Registrar's Office with your request for additional semesters of transient study.
- To graduate from Gordon State College, you must complete a minimum of 18 hours of degree requirements at Gordon State College for the two-year degree, and a minimum of 30 hours of degree requirements at Gordon State College for a four-year degree. In addition, half of the upper level hours required for the four-year degree must be completed at Gordon State College.
- Gordon State College **will not pay federal financial aid to transient students who attend another college.** You will have to pay out of pocket for the courses listed above, unless you are receiving HOPE *Scholarship* funds. If you wish to receive HOPE Scholarship Funds, please submit the attached request form, along with your approved Transient Request Form to the Gordon State College Office of Financial Aid.
- You are responsible for requesting that an official transcript be sent to Gordon State College from your host school at the conclusion of the semester of transient permission. If you do not attend the transient institution, you are responsible for submitting a statement of non-attendance to Gordon State College.

Please retain this information for your records.



Request to use HOPE Scholarship Funds as a Transient Student

****Please Note: This form will not be processed unless accompanied by a copy of the transient permission letter. The form and a copy of the letter may be faxed to the**

Gordon State College Financial Aid Office (678-359-5120).**

Name _____

Student ID – 929 _____

Semester Applying as a Transient Student _____

School(s) Applying to as a Transient Student _____

I am requesting to use HOPE scholarship funds.

By signing below, I am stipulating that I understand and agree to the following requirements for use of HOPE Scholarship funding as a transient student:

- (1) I understand that Gordon State College is my home institution.
- (2) If receiving HOPE scholarship funding, I understand that those funds will be applied by the host institution once the HOPE Eligibility for Transient Study form is received via Surfer from the Gordon State College Financial Aid Office. I further understand that I **may** be required to pay for the transient courses with my own funds and be reimbursed with HOPE scholarship funds in accordance with the refund policy of the host institution.
- (3) I understand that a hold will be placed on my account which will prevent future disbursements of financial aid until a copy of my final transcript for the semester that I attended the host institution as a transient student is submitted to Gordon State College for review. I also understand that the coursework attempted at the host institution will count in both the Satisfactory Academic Progress Calculation and the HOPE Scholarship Eligibility Calculation.
- (4) I understand that I **will not** be able to receive federal funding for a course that is not taken at Gordon College.
- (5) Gordon College does not issue consortium agreements for federal financial aid to non-USG institutions.

Student Signature

Date