**Transfer Request Form – Live Courses**

- Use this form to transfer registration in a USA Gymnastics course to the same course on a different date/time.
- This form cannot be used to transfer from one type of course to another (i.e. U101 Safety/Risk Management to R102 Preschool Fundamentals).
- This form is to be used for live course registrations only. No refunds or transfers are given for online courses.
- Registration is the property of the individual; therefore registrations cannot be transferred to another person.
- Transfer requests must be received by USA Gymnastics two weeks prior to the new course or late registration fees will apply.
- Processing fee for transfer request is $15.

Name of course registrant: ___________________________ USAG #: __________

Address: __________________________________________

City: ___________________ State: _______ Zip: __________

Phone: ___________________ Email: ___________________

Course:  
- [ ] U101 Safety/Risk Management (live course)
- [ ] R102 Preschool Fundamentals: Hands on Training (HOTPS)
- [ ] R103 School Age: Hands on Training (HOTSA)
- [ ] W200 Development Coaches Course: Hands on Training (HOTD)
- [ ] Other: __________________________

1. **Please cancel my registration in the following course:**
   
   Course Code/Date/Location: __________________________

2. **And register me for the following course instead:**
   
   Course Code/Date/Location: __________________________

I acknowledge that my registration will be transferred from the course listed in line 1 above to the course listed in line 2. **Transferring courses has a processing fee of $15.**

Visa or Other Card #: __________________________ Exp. __________

Print Cardholder Name: __________________________

Email for Credit Card: __________________________

Or make checks payable to USA Gymnastics.

Please return this form to USA Gymnastics at the address, email or fax number below.

Signature of course registrant: __________________________ Date: __________