

## 2018 CONFERENCE REGISTRATION TRANSFER REQUEST

(Form must be completed by the person who paid for the registration and filled out in its entirety)

Date: \_\_\_\_\_

Transfer From: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

If Global Partner, please provide GP #: \_\_\_\_\_

Transfer To: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

If balance is due on transfer, who is paying the difference? \_\_\_\_\_

(Example: Transferring a spouse's registration to another adult, a youth to an adult, or a global partner to a non-global partner).

**Note: If there is a balance due, it must be paid in full before transfer can be completed.**

**Signature (required to process):** \_\_\_\_\_

Upon completion of transfer, a confirmation email will be sent to the person requesting the transfer, with a copy going to the person being transferred to. The confirmation is for your records only and is not necessary for the transferee to attend the conference. The transferee will be required to present a picture ID to pick up the name badge at conference.

**All registration transfer requests must be received by Friday, October 12<sup>th</sup>, 2018.**

Forms can be submitted via the following:

- By mail to: Aglow International, Attn: Registrar, P.O. Box 1749, Edmonds, WA 98020
- By email to: [registrar@aglow.org](mailto:registrar@aglow.org)
- By fax to: (425) 778-9615

Please allow 5 business days for the processing of transfer requests.

FOR OFFICE USE ONLY:

Request Received: \_\_\_\_\_ Email Acknowledgment Sent: \_\_\_\_\_

Transfer Complete: \_\_\_\_\_ Processed By: \_\_\_\_\_