



• 2559 E Euclid Ave • Des Moines, Iowa 50317  
 • Telephone: (515) 289-9200 • Fax: (515) 289-9201 • Email: inste@inste.org

# Petition to Audit

Diploma/Adv. Certificate Program

Student ID#: \_\_\_\_\_

Full Name: \_\_\_\_\_  
 Last First Middle

Current Address: \_\_\_\_\_  
 Number Street City State Zip

Phone Number: Primary: \_\_\_\_\_ Secondary: \_\_\_\_\_

Email Address: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Check here if the above information has changed since last semester:

**On the reverse side of this form, explain the circumstances that preclude your studying as a regular student and for which you are petitioning permission to audit the class.**

The audit fee (equal to one-half tuition for the course) gives the auditor the right to attend the class and participate, but not take any exams or receive credit. The auditor must also purchase the book for the course at the regular price and pay the shipping and handling fee. He/she must agree in writing to complete all assignments.

The person who wishes to audit will sign and date the following statement:

“I promise to do all the assignments in the marked course below. However, I will not receive credit for the course, nor will I take any of the tests. My name will appear on the record of attendance and exams **only as an auditor**, although I will be allowed to participate in the group discussions.”

Auditor's Signature \_\_\_\_\_ Date \_\_\_\_\_

## CHURCH INFORMATION

Church ID#: \_\_\_\_\_ Church Name: \_\_\_\_\_  
 (Church at which you will be studying)

City: \_\_\_\_\_ State: \_\_\_\_\_ Group Leader: \_\_\_\_\_

## COURSE INFORMATION

Check fill in the name of the course(s) for which you are enrolling:  
 (Course names are on the back of this form.)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

## COSTS PER COURSE

**Payment is due in full at time of enrollment.**

Tuition..... \$93.75  
 INSTE Book..... \$33.50  
 Shipping and Handling Fee..... \$10  
**Total Cost for One Course..... \$137.25**

Fillable PDF of my INSTE Book..... \$20 × \_\_\_\_\_ = \$\_\_\_\_\_

**Total Owed..... \$\_\_\_\_\_**

Through Church (On Book Order Form)  Credit Card  Money Order # \_\_\_\_\_  Check # \_\_\_\_\_

<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard Exp. Date ___/___/___ CVS _____ Number: _____ - _____ - _____ - _____ Print Name: _____	Billing Address: _____ City, State, Zip: _____ Authorized Signature: _____
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**For Office Use Only**

Sent:	Invoice#	Dated:	AMT\$
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## AUDITORS

Explain the reason for which you are petitioning permission to audit this class.

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## COURSE NAMES

<b>Semester 1</b>			
MIN201 Church Leadership	THE202 Ecclesiology	HIS203 Church History 1	HIS204 Church History 2*
*Prerequisites: MIN201, THE202, HIS203			
<b>Semester 2</b>			
THE203 Christology	BIB206 Luke-Acts	BIB207 John and His Epistles	BIB208 Colossians and Ephesians*
*Prerequisites: THE203, BIB206, BIB207			
<b>Semester 3</b>			
THE301 Soteriology	BIB302 Romans and Galatians	BIB303 Hebrews	MIN304 Teaching the Bible*
*Prerequisites: THE301, BIB302, BIB303			
<b>Semester 4</b>			
THE305 Theology/Pneumatology	BIB306 The Pentateuch	BIB307 Hebrew History	MIN308 Homiletics*
*Prerequisites: THE305, BIB306, BIB307			
<b>Semester 5</b>			
THE401 Anthropology	REL402 Cults and Religions	BIB403 Poetic Books	MIN404 Counseling*
*Prerequisites: THE401, REL402, BIB403			
<b>Semester 6</b>			
THE405 Eschatology	BIB406 Daniel and Revelation	BIB407 Prophets and Prophecy	MIN408 Church Administration*
*Prerequisites: THE405, BIB406, BIB407			

## REFUND POLICY

If the student withdraws, no full or partial refund is returned for the tuition, enrollment, book, or shipping and handling. Contact the Inste Global office if you have questions.

## ENROLLMENT CANCELLATION REFUND

A student may request a refund if he/she notifies the IGBC office to cancel enrollment before the book(s) and course materials have been shipped from the office. Only at this time will a full refund be issued.

## BOOK REFUND

Books cannot be returned for a refund.

## MILITARY DEPLOYMENT

A full refund of tuition, book, and fees will be given to any student who withdraws from a course because of military deployment.

## WITHDRAWAL

The group leader will inform Inste Global of the date of withdraw.

## COMPLAINTS/GRIEVANCES

Complaints or grievances may be communicated in any manner, i.e. in writing, by phone, in person, etc. Note that transfer of academic credits is determined by the receiving institution.