

## Course Enrollment Form

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:*

### CHURCH INFORMATION (Please check this box if you are an ONLINE student: )

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. \_\_\_\_\_

*I qualify for the Married Student Discount*..... -\$47 × \_\_\_\_\_ = \$ \_\_\_\_\_

*Your spouse's name:* \_\_\_\_\_

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

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

### COSTS PER COURSE

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

Tuition..... \$187.50

INSTE Book..... \$33.50

Course Enrollment Fee..... \$9

Shipping and Handling Fee..... \$10

**Total Cost for One Course..... \$240**

### NOTE: THE FOLLOWING MUST BE SIGNED EACH COURSE

By signing below I agree to the following:

- I authorize the group leader named above to receive my academic records for this course.
- I have read and comply with the Code of Conduct as found in the Catalog and the Student Handbook.
- I have read the information on the back of this sheet. I understand my rights and obligations.
- I have received a copy of this form as proof of payment. *(Church based student only)*
- I understand that the payee this course is entitled to a refund should I withdraw or cancel my enrollment.
- I confirm that the fees for this course were paid by:  Student (myself) \$ \_\_\_\_\_  Church \$ \_\_\_\_\_  Other \_\_\_\_\_ \$ \_\_\_\_\_

### STUDENT SIGNATURE

### DATE

<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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## 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			

## TOTAL COST FOR THE DIPLOMA/ADV. CERTIFICATE PROGRAM

Prices are subject to change.

The total cost for the Advanced Certificate Program, including enrollment fees, tuition, books, and shipping/handling, is \$2,880. This program consists of 12 courses and Beyond Academics as described in the catalog and on the website. Upon successful completion, the student will receive the Advanced Certificate in Bible and Theology.

The total cost for the Diploma Program, including enrollment fees, tuition, books, and shipping/handling, is \$5,760. This program consists of 24 courses and Beyond Academics as described in the catalog and on the website. Upon successful completion, the student will receive the Diploma in Bible and Theology.

### OTHER FEES

Total Cost for Audit.....	\$137.25
Reexamination Fee.....	\$25
Time Extension Fee.....	\$25
Standard Transcript Fee.....	\$5
Graduation Fee.....	\$10

### MARRIED STUDENT DISCOUNT

When both husband and wife study concurrently at the time of enrollment (whether in the same course or in different courses), each will receive a tuition discount (**Level 1:** \$9.50; **Level 2:** \$47). Both spouses must buy the INSTE book. If the spouse joins later during the semester, only the enrolling spouse receives the discount.

### 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.

### TIME LIMIT

A group must finish a course and send in the final exams with all the corresponding forms to the Inste Global office within six months of the start date to receive credit for the course. Contact the Inste Global office if you need an extension. This enrollment remains valid for one year from the date it is signed.

### 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.