



## **COURSE NAMES**

The Digital Course in Ministry Part 1 encompasses Church Leadership MIN202 and Teaching the Bible MIN304 worth 4 credit hours plus 1 credit for Beyond Academics.

The Digital Course in Ministry Part 2 encompasses Counseling MIN404 and Church Administration MIN408 worth 4 credit hours plus 1 credit for Beyond Academics.

## **TOTAL COST FOR THE DIGITAL COURSE IN MINISTRY**

Prices are subject to change.

The total cost for the Digital Course in Ministry Parts 1 and 2, including enrollment fees, tuition, digital books is \$800.00. This program consists of 2 courses and Beyond Academics as described in the catalog and on the website. Upon successful completion, the student will receive the Certificate in Practical Ministry.

## **OTHER FEES**

Reexamination Fee.....	\$25
Time Extension Fee.....	\$25
Certificate Request Fee.....	\$20
Standard Transcript Fee.....	\$5

## **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 before the class begins, an applicant or student may request a refund in writing, by phone or in person. The school will provide a full refund except for any books already received. Shipping and handling charges are also non-refundable. Contact the INSTE Global office if you have questions.

## **BOOK REFUND**

Physical 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.