Digital Course Enrollment Form

Digital Course in Ministry			Student ID#:			
Full Name:						
Last		First		Middle		
Current Address:						
	Number	Street	City	State	Zip	
Phone Number: Prima	ry:		Secondary:			
Email Address:			Date of birth:			
Check here if the above	information h	as changed since last semeste	er: 🗆			
CHURCH INFORMAT	FION (Please	e check this box if you a	e an ONLINE stu	dent: 🗆)		
Church ID#:	Ch	urch Name:				
		(Church at which	you will be studying)			
City: State: Group Leader:				ler:		
COURSE INFORMAT	ION		COSTS PER C	OURSE		
Check the course(s) in	n which you a	re enrolling:	Payment is due in full at time of enrollment.			
(Course names are on	the back of t	his form.)	Tuition		\$357.50	
Digital Course in Mi	nistry Part 1	(MIN201 and MIN304)	Digital Book\$33.50			
□ Digital Course in Ministry Part 2 (MIN404 and MIN408)			Course Enroll	ment Fee	\$9	
			Total Cost for	Part 1	\$400.00	
		Discount	1	\$47 × = \$_		
Your spouse's name	?:					
Physical copy of INS	TE textbook	(\$33.50 p/u) with shipping	g/handling (\$10)		\$43.50	
Total Owed					Ś	
					•	
	ING MUST	BE SIGNED EACH COURS	F			
NOTE. THE FOLLOW		DL SIGNED EACH COURS				

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: \square Student (myself) $\$$	\$ 🗆 Church \$	Other	\$
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STUDENT SIGNATURE		DATE				
Visa MasterCard Exp. Date CVS	Billing Addres	Billing Address:				
Number:	_ City, State, Zi	p:				
Print Name:	Authorized Si	ignature:				
For Office Use Only						
Sent:	Invoice#	Dated:	AMT\$			

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	
Certificate Request Fee	\$20
Standard Transcript Fee	

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.