



Petition to Audit

Certificate in Christian Ministry

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:

- Regular Audit** 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.
- Special Audit** (14 or 15 years of age) NOTE: A parent or guardian must sign the permission declaration on the back of this request for special audit status.

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 exams¹ 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.² 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 the Course(s) in which you are enrolling

- MIN101 – Discipleship 1..... (No credit hours)
- THE102 – Discipleship 2..... (No credit hours)
- BIB103 – Old Testament..... (No credit hours)
- BIB104 – New Testament..... (No credit hours)
- Fillable PDF of my INSTE Book.....

COSTS PER COURSE

Payment is due in full at time of enrollment.

- Tuition..... \$20
- INSTE Book..... \$37
- Shipping and Handling Fee..... \$11
- Total Cost for One Course..... \$68**

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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¹An Exception is made for special auditors in INSTE Youth.

²**Special auditors in the INSTE Youth program are required to take all lesson and final exams.** However, their final exams will not be recorded as credit bearing. If credit is requested, the final exam will count towards the student's final grade. For more information see the policy on INSTE Youth on the reverse of this form.

REGULAR AUDITORS

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

SPECIAL AUDIT: PERMISSION STATEMENT OF PARENT OR GUARDIAN

Your relationship to the student: Parent Guardian

Please sign and date the following statement:

“I give my full consent for _____ to study this course.
(Student’s Name)

I affirm that participation in this course will not be detrimental to his/her compulsory schooling. I promise to do all I can to encourage and support him/her in the pursuit of the study of God’s Word.”

Parent/Guardian’s Signature	Date
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Parent/Guardian’s Printed Name

SPECIAL AUDIT STATUS IN INSTE YOUTH

Special Audit Status is granted to youth ages 14 and 15. Special Auditors will fulfill all the requirements of regular students, *i.e.*, study, attendance, exams, and participation in the group. However, they will not receive academic credit. When they finish the four required courses, they will receive a non-credit bearing certificate of completion. Special auditors will pay the audit fee (1/2 tuition) plus the book and shipping fees. They will not pay the enrollment fee because they are not receiving credit. After reaching the age of 16, Special Auditors may enroll as regular students. They may also submit a request for college credit for courses taken as Special Auditors. The petition must be accompanied by a fee—equivalent to one-half tuition plus the enrollment fee—for each course for which credit is requested. After the request form is examined by INSTE staff, he/she will be reclassified from a Special Auditor to a certificate student will college credit applied to his/her transcript.

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 office if you have questions.

ENROLLMENT CANCELLATION REFUND

A student may request a refund if he/she notifies the INSTE 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 of the date of withdrawal.

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.