

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

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. After each Digital Course, the special auditor would receive a non-credit bearing special recognition. 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 Global 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 Global office if you have questions.

ENROLLMENT CANCELLATION REFUND

A student's enrollment can be cancelled and all money refunded in full if circumstances preclude completion of even one lesson or if the student cancels within 5 days of enrollment. A check will be mailed to the student or the church depending on who paid the semester fees. 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.