

Book Order Form – Certificate Program Keep a copy of this form for your records.



2559 E Euclid Ave
Des Moines, IA 50317
Phone: 515 289-9200
Fax: 515 289-9201
Website: inste.org
Email: inste@inste.org

Date: ___/___/___ Church ID# (i.e., IA008) _____ Course ID# (use only for ADD-ON) _____

Church Name: _____ Address: _____ City, State, ZIP: _____ ☎(_____) _____ Other ☎#(_____) _____ E-mail: _____ Ordered by: _____	Ship to: <input type="checkbox"/> Same as church <input type="checkbox"/> The following address To: _____ Address: _____ TRACKING NUMBER: When we send your order, we will e-mail you the tracking number of your order with the e-mail that you have provided TO THE LEFT. All orders are shipped via USPS unless other service is requested. Other shipping requested _____ Additional charges will apply.
--	--

Course: <input type="checkbox"/> Disc.1 <input type="checkbox"/> Disc.2 <input type="checkbox"/> O.T. <input type="checkbox"/> N.T.		Leader: _____		Start date: _____	Meeting day: _____	Books needed: _____	#Eng _____	#Spanish _____		
Student's name and language (Circle Choice)		Tests Online/Paper	Continuing Student's ID#	(+) Tuition	(+) Book	(+) Course Enrollment Fee	Shipping and Handling Fee	(-) Married Student Discount	(+) PDF Fillable Book	Total
1	Eng Sp	<input type="checkbox"/> <input type="checkbox"/>		40.00	37.00	8.00	11.00	<input type="checkbox"/> -9.50	<input type="checkbox"/> +20.00	
2	Eng Sp	<input type="checkbox"/> <input type="checkbox"/>		40.00	37.00	8.00	11.00	<input type="checkbox"/> -9.50	<input type="checkbox"/> +20.00	
3	Eng Sp	<input type="checkbox"/> <input type="checkbox"/>		40.00	37.00	8.00	11.00	<input type="checkbox"/> -9.50	<input type="checkbox"/> +20.00	
4	Eng Sp	<input type="checkbox"/> <input type="checkbox"/>		40.00	37.00	8.00	11.00	<input type="checkbox"/> -9.50	<input type="checkbox"/> +20.00	
5	Eng Sp	<input type="checkbox"/> <input type="checkbox"/>		40.00	37.00	8.00	11.00	<input type="checkbox"/> -9.50	<input type="checkbox"/> +20.00	
6	Eng Sp	<input type="checkbox"/> <input type="checkbox"/>		40.00	37.00	8.00	11.00	<input type="checkbox"/> -9.50	<input type="checkbox"/> +20.00	
7	Eng Sp	<input type="checkbox"/> <input type="checkbox"/>		40.00	37.00	8.00	11.00	<input type="checkbox"/> -9.50	<input type="checkbox"/> +20.00	
8	Eng Sp	<input type="checkbox"/> <input type="checkbox"/>		40.00	37.00	8.00	11.00	<input type="checkbox"/> -9.50	<input type="checkbox"/> +20.00	
9	Eng Sp	<input type="checkbox"/> <input type="checkbox"/>		40.00	37.00	8.00	11.00	<input type="checkbox"/> -9.50	<input type="checkbox"/> +20.00	
10	Eng Sp	<input type="checkbox"/> <input type="checkbox"/>		40.00	37.00	8.00	11.00	<input type="checkbox"/> -9.50	<input type="checkbox"/> +20.00	
Leader book(s) ordered. (Includes shipping)				<input type="checkbox"/> 37.00					<input type="checkbox"/> +20.00	
Replacement book(s) for leaders who have previously led this course. (Includes shipping)				<input type="checkbox"/> 17.50						
Include Enrollment for EACH Student									Total:	
Shipping and Handling applies to each student (WITH OR WITHOUT A BOOK)										

Credit Card Payment (please fill out below) Enclosed is a Church Check for the amount of: \$ _____ Check# _____

<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard Exp. Date ___/___ CVS _____ Number: _____ - _____ - _____ - _____ Print Name: _____	Billing Address: _____ City, State, Zip: _____ Authorized Signature: _____
---	--

For Office Use Only

Sent: _____	Invoice# _____	Dated: _____	AMT \$ _____
-------------	----------------	--------------	--------------

Church and Group Information

1. **Date:** Write the date of the order.
2. **Church ID#:** If you are a new church to INSTE, leave the church number blank. We will assign a number to your church when we process your order. If you are beginning a new group in a church that already has a Church ID# write in the Church ID# (i.e. **IA008**).
3. **Course ID#:** This is a unique number assigned by INSTE to each class. You will find that number on the Register of Attendance and Exams. If you need to add someone to your group after you have sent in the original Book Order Form, copy that number to this space when you send in the additional student's book order and enrollment forms.
4. **Church Name and Address:** Fill out completely and correctly. Include a telephone number by which we can reach you. Also include an e-mail address.

Shipping Information

All orders are shipped on a first-come, first-serve basis, usually within two days of its arrival at the INSTE office when the form is complete.

1. **Ship to:** Check the correct box. If you check "the following address," write it clearly on the lines provided.
2. **Tracking number:** With the e-mail provided to us on this form, we will send you a tracking number you can use to track your shipment.
3. **USPS:** We ship all orders via USPS Media Mail unless otherwise requested. If you wish another service, additional charges will apply. USPS Media Mail estimated shipping is normally from 4 to 9 business days. If your books are shipped in multiple boxes, the boxes may arrive on different days. Please allow 10 to 15 business days for book delivery from the time you send in your completely filled out order. If books are ordered through a different vendor, they can take from 2-3 weeks to arrive.

Book Order Information

1. **Course:** Mark the course that your group will be taking.
2. **Leader:** Print the name of the group leader. Remember, this leader must be currently certified as a leader.
Start date: When will your group begin? Tell us.
Meeting day: What day of the week will you meet?
Books needed: Indicate the number of books you are ordering in each language. EVERY student needs a book. If the student has previously bought a book and dropped out, he/she may use that book. Otherwise, everyone on your list will need to buy a book. If you are a student/leader and you already have your book from your training as a group leader, you will not need to purchase another book.
3. **Student's name and language:** Print the name of the student in this column. Please circle which language the student will be studying in.

4. **Tests Online/Paper:** Students have the option of taking all exams online through a Moodle account. If your students would prefer this option, please denote it as such. All students who want to take the exams online **must** provide a unique e-mail address on their Course Enrollment Form.
5. **Student ID#:** If this is a continuing group, write the Student ID# in this column. You will find the ID#s on the Register of Attendance and Exams that was sent with your last order. They are also on the grade cards. Please leave this space blank if he/she is a new student.
6. **Fee columns:** Each student will pay for TUITION, COURSE ENROLLMENT FEE, and SHIPPING AND HANDLING FEE (with or without the book). In the occasion that a student already owns the book, please cross off the BOOK fee for him/her. If the student is eligible for the MARRIED STUDENT DISCOUNT, mark the box and subtract \$9.50 from each of the spouses' costs. A PDF fillable book can be purchased for \$20 in addition to the normal textbook. Total what each student owes in the TOTAL column.
7. **Leader book:** If a leader who is not a student in the group wishes to purchase a new book, you made do so for \$37. For continuing leaders who have led the course before and previously owned a book, you may purchase a new, updated copy at the discounted price of \$17.50. No shipping and handling fee is required for the purchase of a leader's books when done with a group's Book Order Form.

Financial Information

1. Total the amount owed for the group. Send a CHURCH CHECK for the total, or completely fill out the information for a CREDIT CARD payment. Don't forget the CVS number on the back of the card and the complete billing address for the card. Print your name exactly as it appears on your card.

2. Financial Policies 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 office if you have questions.

No refund is given for purchased and shipped books.

IF YOU FAX OR EMAIL THIS ORDER DO NOT MAIL IT