



Course Enrollment Form

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:

CHURCH INFORMATION (Please check this box if you are an ONLINE student:)

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..... (2 Credit hours)
- THE102 – Discipleship 2..... (2 Credit hours)
- BIB103 – Old Testament..... (2 Credit hours)
- BIB104 – New Testament..... (2 Credit hours)

I qualify for the Married Student Discount..... -\$9.50

Your spouse's name: _____

Fillable PDF of my INSTE Book..... \$20

Total Owed..... \$ _____

COSTS PER COURSE

Payment is due in full at time of enrollment.

- Tuition..... \$40
- INSTE Book..... \$37
- Course Enrollment Fee..... \$8
- Shipping and Handling Fee..... \$11
- Total Cost for One Course..... \$96**

NOTE: THE FOLLOWING MUST BE SIGNED EACH COURSE

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: Student (myself) \$ _____ Church \$ _____ Other _____ \$ _____

STUDENT SIGNATURE

DATE

<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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INSTRUCTIONS

If this is your first time enrolling in an INSTE course, you must submit an application for the Certificate Program in addition to this form in order to be officially enrolled. Please note, students can now directly enroll and pay online at www.inste.org.

Church based students: Give this form to your group leader with a check (made out to your church) or cash for the total amount of your enrollment costs. He/she will make a photocopy of this form and give it to you as your receipt. Your signature attests to your receipt of the photocopy.

Online students: Fill out this form (including your payment information) and submit it to the INSTE office by fax/email/postal mail.

TOTAL COST FOR THE CERTIFICATE PROGRAM

Prices are subject to change.

The total cost for the four courses of the Certificate Program, including enrollment fees, tuition, and books, is \$360. This program consists of four semester courses as described in the catalog and on the website. Upon successful completion of the program, you will receive the Certificate in Christian Ministry.

OTHER FEES

Total Cost for Audit.....	\$68
Reexamination Fee.....	\$25
Time Extension Fee.....	\$25
Standard Transcript Fee.....	\$5
Certificate Fee.....	\$15

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.

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.

TIME LIMIT

A group must finish a course and send in the final exams with all the corresponding forms to the INSTE office within six months of the start date to receive credit for the course. Contact the INSTE 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.

View additional courses and services information online at www.inste.org.