

## Course Enrollment Form

Digital Course Program

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

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:

- Digital Course in Spiritual Growth..... (2 Credit hours)
- Digital Course in Practical Christian Living..... (2 Credit hours)
- Digital Course in Old Testament Studies..... (2 Credit hours)
- Digital Course in New Testament Studies..... (2 Credit hours)
- I qualify for the Married Student Discount.....  
*Your spouse's name:* \_\_\_\_\_
- Physical copy of INSTE textbook (\$35) with shipping/handling (\$10).....

### COSTS PER COURSE

**Payment is due in full at time of enrollment.**

Tuition..... \$38  
 Digital Book..... \$35  
 Course Enrollment Fee..... \$7  
**Total Cost for One Course..... \$80**

**Total Owed..... \$ \_\_\_\_\_**

### 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 Digital Course 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](http://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 Global office by fax/email/postal mail.

## TOTAL COST FOR THE DIGITAL COURSE PROGRAM

Prices are subject to change.

The total cost for the four courses of the Digital Course 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. After the successful completion of each course, the student will receive a special recognition. Upon successful completion of the program, you will receive the Certificate in Christian Ministry.

### OTHER FEES

Total Cost for Audit.....	\$54
Reviewing Fee.....	\$35
Reexamination Fee.....	\$25
Time Extension Fee.....	\$25
Standard Transcript Fee.....	\$5
Certificate Fee.....	\$10

## 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 or Digital Book. If the spouse joins later during the semester, only the enrolling spouse receives the discount.

## 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 will 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 to 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.

## 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.