

**Application for Admission and/or Enrollment
Certificate in Christian Ministry Program**



2302 SW 3rd St, Ankeny, IA 50023 ▪ Tel: (515) 289-9200 ▪ Fax: (515) 289-9201 ▪ www.inste.edu

PERSONAL INFORMATION (MUST BE FILLED OUT FOR EACH COURSE)

Check here if the following information has changed since last semester

Last name _____ First _____ Initial _____

Address _____

City _____ State _____ Zip _____

Home Phone (____) _____ Cell Phone (____) _____

E-mail: _____

Give this application/enrollment to your INSTE COORDINATOR/LEADER or pastor for signing.

PASTOR OR INSTE COORDINATOR/LEADER: (TO BE FILLED OUT EACH COURSE)

Please complete and sign the following:

This applicant fulfills the following requirements necessary for admission to INSTE and/or enrollment in a Level One course this semester.

- Born again and shows signs of spiritual growth Yes No
- Faithful in attendance and service to the local church Yes No
- Will be at least 16 years old before beginning the course Yes No
Students in high school must submit a letter of approval from a parent or guardian.
- Ability to read and comprehend the INSTE courses Yes No

If you recommend this student to enroll in this semester, please sign below.

Pastor or INSTE Coordinator/Leader's signature Date

(THIS MUST BE SIGNED EACH COURSE)

This course is designed to be taken in 16 weeks; but the time limit for finishing this course is 6 months from start date of the group. (See catalog for extension requirements)

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. Your group leader will fill out this receipt and sign it. 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. This form will be filed in your student file.

[If this is your first time you are enrolling, or if there are changes in your status, please fill out both sides of this form]

*Student ID# _____ Date of Birth _____ Church ID# _____
(*If this is your first semester in INSTE, this number will be assigned to you.
Use this number on all subsequent enrollments.)

Church name _____
(Church at which you will be studying.)

City _____ ST _____

Your group leader _____

Course Information - Check the Course in which you are enrolling:

- MIN 101 - DISCIPLESHIP 1 2 Credit hours
- THE 102 - DISCIPLESHIP 2 2 Credit hours
- BIB 103 - OLD TESTAMENT 2 Credit hours
- BIB 104 - NEW TESTAMENT 2 Credit hours

Costs for this semester PAYMENT IS DUE IN FULL AT TIME OF ENROLLMENT

Tuition\$38
INSTE Book30
Course Enrollment Fee.....7
Shipping and Handling Fee9
TOTAL COST FOR THIS SEMESTER.....\$84

I qualify for the Married Student Discount Yes No If yes, subtract -\$9.50 _____

Your spouse's name _____

WHAT YOU OWE FOR THIS COURSE..... _____

APPLICANT/STUDENT: (THE FOLLOWING MUST BE SIGNED EACH COURSE)

RECEIPT	Date _____
Received from or for _____ for am't of \$ _____	
<small>(student name)</small>	<small>(full am't)</small>
In full payment for enrollment in the course listed above.	
<ul style="list-style-type: none"> - I authorize the group leader named below to receive my academic records for this course. - I have read the information on the back of this sheet. I understand my rights and obligations. - I have received a copy of this receipt as proof of payment. 	
_____ Group leader's signature	_____ Student's signature
Who is paying? <input type="checkbox"/> Student \$ _____ <input type="checkbox"/> Church \$ _____ <input type="checkbox"/> Other \$ _____	
If the church/other is paying for the course, write name of the church/other person here: _____	

First time applicants – or changes in status

Course Enrollment

Last name _____ First name _____

Date of birth _____ City of birth _____ ST _____

Country _____ Gender: Male Female

Marital status: Single Married Widowed Divorced

Spouse's name _____

Your occupation/profession _____

SCHOLASTIC EXPERIENCE

Highest level of education achieved: Check one box below.

- Not High School Graduate Some College
- High School or GED College Degree—Undergrad. (__ 2 yr. __ 4 yr.)
- Vocational School College Degree—Graduate (__ Master __ Dr)

CHURCH BACKGROUND

Name of the church you presently attend _____

Address _____

City _____ State _____

Denomination: _____ Pastor's name _____

SPIRITUAL EXPERIENCE

Please give a brief description of your salvation experience

Why do you want to study in INSTE? _____

View additional course and services information online at www.inste.edu or in the catalog.

Total Cost of the Certificate Program

Prices subject to change

The total cost for the four courses in the Certificate Program, including enrollment fees, tuition and books, is \$336. 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

Audit Fee	\$19
Transcript Fee	\$ 5
Transfer Evaluation Fee	\$25
Graduation Fee (includes one free transcript)	\$10

MARRIED STUDENT DISCOUNT

When both husband and wife study concurrently (whether in the same course or in different courses) each will receive a \$9.50 tuition discount, a total of \$19. If a spouse withdraws, the total discount will be deducted from the refund. Both spouses must buy the INSTE book.

Refund Policy

Refunds may be requested in any manner, *i.e.* in writing, by phone, in person, etc.

MILITARY DEPLOYMENT

A full refund of tuition, book & fees will be given to any student who withdraws a course because of military deployment.

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.

WITHDRAWAL REFUND

When a request for a refund is received, the group leader informs INSTE of the last lesson completed by the student requesting the refund and the date of the withdrawal. The tuition/enrollment refund is calculated according to the number of lessons completed and an administrative fee of 20% of the tuition has been deducted. A check will be mailed to the student or to the church depending on who paid the course fees.

CERTIFICATE PROGRAM

No lesson completed	Full refund
Lessons 1-2	90% tuition/enrollment refund
Lessons 3-4	75% tuition/enrollment refund
Lessons 5-7	50% tuition/enrollment refund
Lessons 8-14	No tuition/enrollment refund

BOOK REFUND

Since the INSTE book is an interactive workbook, each student must have his or her own book. Books returned to the INSTE office in new condition are refunded at 100% and those returned in resalable condition are refunded at 50%. INSTE determines the resale value of returned books. A check will be mailed to the student or to the church depending on who paid the semester fees.

TIME LIMIT

A group must finish a course and send in the final exams with all the corresponding forms to the office of INSTE within six months of the start date to receive credit for the course. This enrollment remains valid for one year from the date it is signed after which no request for refund will be honored.

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.