

**Course Enrollment Form**  
Diploma and Degree Program



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**PERSONAL INFORMATION (MUST BE FILLED OUT 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: \_\_\_\_\_

Church name \_\_\_\_\_  
(Church at which you will be studying.)

Church address \_\_\_\_\_

City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

Your group leader \_\_\_\_\_

Your ministry mentor \_\_\_\_\_  
[If your ministry mentor has changed, attach a new MINISTRY MENTOR DATA SHEET ]

Check the Course(s)  in which you are enrolling. Also check book(s)  you are ordering. SEE OTHER SIDE FOR EXPLANATION

SEMESTER 1	Enroll / Book	SEMESTER 2	Enroll / Book
MIN201 Church Leadership	<input type="checkbox"/> <input type="checkbox"/>	THE205 Christology	<input type="checkbox"/> <input type="checkbox"/>
THE202 Ecclesiology	<input type="checkbox"/> <input type="checkbox"/>	BIB206 Luke-Acts	<input type="checkbox"/> <input type="checkbox"/>
HIS203 Church History 1	<input type="checkbox"/> <input type="checkbox"/>	BIB207 John and His Epistles	<input type="checkbox"/> <input type="checkbox"/>
HIS204 Church History 2*	<input type="checkbox"/> <input type="checkbox"/>	BIB208 Colossians / Ephesians*	<input type="checkbox"/> <input type="checkbox"/>
*Prerequisites: MIN201, TH202, HI203		*Prerequisites: TH205, BI206, BI207	
SEMESTER 3		SEMESTER 4	
THE301 Soteriology	<input type="checkbox"/> <input type="checkbox"/>	THE305 Theology/Pneumatology	<input type="checkbox"/> <input type="checkbox"/>
BIB302 Romans and Galatians	<input type="checkbox"/> <input type="checkbox"/>	BIB306 The Pentateuch	<input type="checkbox"/> <input type="checkbox"/>
BIB303 Hebrews	<input type="checkbox"/> <input type="checkbox"/>	BIB307 Hebrew History	<input type="checkbox"/> <input type="checkbox"/>
MIN304 Teaching the Bible*	<input type="checkbox"/> <input type="checkbox"/>	MIN308 Homiletics*	<input type="checkbox"/> <input type="checkbox"/>
*Prerequisites: TH301, BIB302, BIB303		*Prerequisites: TH305, BI306, BI307	
SEMESTER 5		SEMESTER 6	
THE401 Anthropology/Hamartiology	<input type="checkbox"/> <input type="checkbox"/>	THE405 Eschatology	<input type="checkbox"/> <input type="checkbox"/>
HIS402 Cults and Religions	<input type="checkbox"/> <input type="checkbox"/>	BIB406 Daniel and Revelation	<input type="checkbox"/> <input type="checkbox"/>
BIB403 Poetic Books	<input type="checkbox"/> <input type="checkbox"/>	BIB407 The Prophets	<input type="checkbox"/> <input type="checkbox"/>
MIN404 Counseling*	<input type="checkbox"/> <input type="checkbox"/>	MIN408 Church Administration*	<input type="checkbox"/> <input type="checkbox"/>
*Prerequisites: TH401, HI402, BIB403		*Prerequisites: TH405, BI406, BI407	

\*Student ID# \_\_\_\_\_ Church ID# \_\_\_\_\_

**Payment Section**

Your may elect to pay for and receive only one course at a time or multiple courses. Payment is due at the time of enrollment, whether it be for one course or for multiple courses.

**Cost per course:** Interactive Book: \$25, Enrollment Fee: \$9, Shipping and Handling: \$9 = \$43 plus \$60 per credit hour. Each course includes Beyond Academics ( 1/2 cr hr): \$30

Check  one of the following amounts; then write that amount in the space indicated below.

↓ Your Program	One course	Two courses	Three courses	Four courses
<input type="checkbox"/> Diploma	<input type="checkbox"/> \$193	<input type="checkbox"/> \$386	<input type="checkbox"/> \$579	<input type="checkbox"/> \$772
<input type="checkbox"/> Degree	<input type="checkbox"/> \$253	<input type="checkbox"/> \$506	<input type="checkbox"/> \$759	<input type="checkbox"/> \$1,012

WRITE COST OF THE COURSE(S) FOR WHICH YOU ARE ENROLLING = \_\_\_\_\_

If you are a degree program student and this is your first enrollment, add \$75 + \_\_\_\_\_

I qualify for the Married Student Discount  Yes  No

If yes, subtract ...

**\$37.50 per course** (diploma) x \_\_\_\_\_ (number of courses) = \_\_\_\_\_ discount

**\$52.50 per course** (degree) x \_\_\_\_\_ (number of courses) = \_\_\_\_\_ discount - \_\_\_\_\_

Your spouse's name \_\_\_\_\_

& Student ID# \_\_\_\_\_

If you are a student/leader **OR** you are re-enrolling **and** you already have the book(s) for the course(s) above, subtract **\$25 per course (see other side)** - \_\_\_\_\_

**WHAT YOU OWE**

**RECEIPT**

Date \_\_\_\_\_

Received from or for \_\_\_\_\_ for am't of \$ \_\_\_\_\_  
(student name) (full am't)

In full payment for enrollment in the course(s) listed above.

- I authorize the group leader named below to receive my academic records for this/these course(s)
- I have read the information on the back of this form and 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 for the course(s)?  Student \$ \_\_\_\_\_  Church \$ \_\_\_\_\_  
 Other \$ \_\_\_\_\_

If the church (or other) is paying for the course(s), write name of the church or person here:  
\_\_\_\_\_

## Total Costs for Diploma and Degree Program

Prices subject to change

The total cost of the Diploma Program, including enrollment fees, fees, tuition and books, and shipping is \$4,632.<sup>1</sup> The diploma program consists of 24 courses as described in the catalog and on the website. Upon successful completion of the Diploma Program, you will receive the Diploma in Bible and Theology.

The Associate of Arts program total cost is \$3,036<sup>1,2</sup> plus the cost of either 1) Logos Bible Software, \$315, or the library of books on the alternate reading list, which costs about \$150. Upon completion, you will receive the Associate of Arts in Bible and Theology.

The Bachelor of Arts program's total cost is \$6,072<sup>1,2</sup> plus the cost of either 1) the Logos Bible Software, \$315 or 2) the library of books on the alternate reading list, which costs approximately \$300. Upon completion, you will receive the Bachelor of Arts in Bible and Theology.

<sup>1</sup> Plus the cost of the required Certificate program (\$336),

<sup>2</sup> Plus transcript evaluation fee \$75. Costs for transferred general education credit not calculated.

### OTHER FEES

Audit Fee .....	\$60
Transcript Fee .....	\$ 5
Transfer Evaluation Fee .....	\$75
Graduation Fee (includes one free transcript) .....	\$50

### MARRIED STUDENT DISCOUNT

When both husband and wife study concurrently (whether in the same course or in different courses) each will receive a \$37.50 per course tuition discount (diploma student), or a \$52.50 per course discount (degree student). 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.

### 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 course 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.

### MILITARY DEPLOYMENT

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

### Diploma and Degree Program

No lesson completed .....	Full refund
Lesson 1 .....	75% tuition/enrollment refund
Lesson 2 .....	50% tuition/enrollment refund
Lesson 3 .....	No 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 course fees.

### BEYOND ACADEMICS

Beyond Academics is the practical, individualized component of your formation in this program. At the back of the book for each course you will find the forms you need for Beyond Academics. The Manual for Beyond Academics you received with your application gives you complete instructions on how this important component of your training functions. In case you need it, you can find another copy of the manual on the website ([www.inste.edu](http://www.inste.edu)).

See the catalog for extension requirements.

### Books

EACH STUDENT needs the interactive book to do the course. There are only two exceptions: (1) If you have previously enrolled and have your own book or (2) if you are a group leader/student and you have the book for the course in which you are enrolling. If one of these exceptions applies to you, note that at the bottom of the payment section you will deduct the amount of \$25 for each book you do not need for the courses in which you are enrolling.

### Prerequisites

The last course of each semester has as its prerequisites the previous three courses of that semester. A student must have taken those three courses (or with this enrollment form enroll in them) to be admitted as a student in the last course of the semester.

The last lesson of the last course of a semester serves as a review of the entire semester. The student also dedicates time to review and refine his or her corrected final exams of that semester to be included in the student's portfolio as part of the capstone project.

### Time Limit for a Course

Courses are designed to be taken as either a 7-week or 10-week course. However, a group must finish a course and submit the final exams with the accompanying forms to the INSTE office within three months of the starting date to receive credit for the course studied.

This enrollment remains valid for six months 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.

Give your group leader this enrollment form with a check (made out to your church) or cash for the total amount of your enrollment costs. Your group leader will fill out the receipt and sign it. He/she will make a photocopy of this form and give it to you as your receipt. This form will be filed in your student file.