



**Book Order Form--LEVEL ONE** Keep a copy of this form for your records

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Church ID# (i.e. IA008) \_\_\_\_\_ Group ID# (i.e. IA008.12) \_\_\_\_\_ Email: [inste@inste.edu](mailto:inste@inste.edu)

<p><b>Church Name:</b> _____</p> <p><b>Address:</b> _____</p> <p>City, State, ZIP _____</p> <p>☎ (_____) _____ Other ☎ # _____</p> <p>e-mail _____</p> <p>Ordered by _____</p>	<p><b>Ship to:</b> <input type="checkbox"/> Same as church <input type="checkbox"/> The following address</p> <p>To: _____</p> <p>Address: _____</p> <p>_____</p> <p><b>TRACKING NUMBER:</b> When we send your order, we will e-mail you the tracking number of your order if you provide us with an e-mail address TO THE LEFT. Print legibly.</p> <p>All orders are shipped via USPS unless other service is requested. Other shipping requested _____ <b>Additional charges will apply.</b></p>
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**Course:** Disc.1 Disc.2 O.T. N. T. Leader: \_\_\_\_\_ Start date: \_\_\_\_\_ Meeting Day: \_\_\_\_\_ Books needed: \_\_\_ #Eng \_\_\_ #Spanish

Student's Name <i>(Please print clearly)</i>	Continuing Student's ID #	(+) Tuition	(+) Book	(+) Semester Enrollment Fee	Shipping and Handling Fee	Married St. Disc.-9 ID# of spouse	Total:
1		36.00	30.00	7.00	6.00	—	
2		36.00	30.00	7.00	6.00	—	
3		36.00	30.00	7.00	6.00	—	
4		36.00	30.00	7.00	6.00	—	
5		36.00	30.00	7.00	6.00	—	
6		36.00	30.00	7.00	6.00	—	
7		36.00	30.00	7.00	6.00	—	
8		36.00	30.00	7.00	6.00	—	
9		36.00	30.00	7.00	6.00	—	
10		36.00	30.00	7.00	6.00	—	

- Include Enrollment /Application for EACH Student
- Shipping and Handling applies to each student (WITH OR WITHOUT A BOOK).

TOTAL

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

Visa  MasterCard    Exp. Date \_\_\_\_\_ / \_\_\_\_\_    CVS \_\_\_\_\_ \*(the last three numbers on the back of the credit card)

Number: \_\_\_\_\_    Cr. Card **Billing Address** \_\_\_\_\_    ZIP \_\_\_\_\_

Print Name \_\_\_\_\_    Authorized Signature: \_\_\_\_\_

Card holder name (as it appears on the card)

**FOR OFFICE USE ONLY**

Inste Sent: \_\_\_\_\_    Waybill# \_\_\_\_\_    Inste Invoice# \_\_\_\_\_    Dated: \_\_\_\_\_    AMT \$ \_\_\_\_\_ ::

## Church and Group Information

1. **DATE:** Write the date of the order.
2. **CHURCH ID # and GROUP ID #:** If you are a new church to INSTE, leave the church and group number blank. We will assign a number to your church and group when we process your order. If you are beginning a new group in a church that already has a church and group number, write in the church number (i.e. **IA008**) but leave the group number blank. If you are a continuing group, write the church ID number *and* the group ID number (i.e. **IA008.15**).
3. **CHURCH NAME AND ADDRESS:** Fill out completely and correctly. Include a telephone number where 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 form is complete.

1. **SHIP TO:** Check the correct box. If you check “following address” write it clearly on the lines provided.
2. **TRACKING NUMBER:** If you give us an e-mail address, 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 from 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.

## Book Order Information

1. **COURSE:** Circle the course for your group.
2. **LEADER:** Write 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 number of books you are ordering in each language. EVERY student needs a book. If the student has bought a book previously 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:** Write the name of each student in this column. (If you want a leader replacement book, write your name at the bottom of this column and the words “leader replacement book”. Cross out the Book price and indicate \$15 above the marked out book price.)
4. **STUDENT ID#:** If this is a continuing group, write the student ID# in this column. You will find ID#s on the Register of Attendance and Exams we sent with your last order. They are also on the grade cards.
5. **FEE COLUMNS:** Each student will pay TUITION, BOOK FEE, the SEMESTER ENROLLMENT FEE, plus the SHIPPING AND HANDLING FEE (with or without a book). If the student is eligible for the MARRIED STUDENT DISCOUNT, subtract \$9 from each of the spouses’ costs. (If spouses are in

different groups, add the spouse’s Student ID # in the name line.) Total what each student owes in the TOTAL COLUMN.

## 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 address where you get your credit card statement including the zip code. print your name exactly as it appears on your card.
2. **FINANCIAL POLICIES**

### MARRIED STUDENT DISCOUNT

When both husband and wife study concurrently (whether in the same course or in different courses) each will receive a \$9 tuition discount, a total of \$18. 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, or in person.

#### 1. ENROLLMENT CANCELLATION REFUND

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.

#### 2. 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.

#### (LEVEL ONE)

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

#### 3. 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.

Send this book order form completely filled out, the payment for the group (church check or credit card information), and all the application /enrollment forms—one for each student you are enrolling.

**Make a copy of this form for your records.**

- **Incomplete orders cannot be processed. Telephone orders cannot be accepted.**
- **Please call the INSTE office if you need assistance or additional information (515-289-9200)**