

Course Enrollment Form – Level Two

EZ FORM

Level Two



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

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
Mn201 Church Leadership	<input type="checkbox"/> <input type="checkbox"/>	Th205 Christology	<input type="checkbox"/> <input type="checkbox"/>
Th202 Ecclesiology	<input type="checkbox"/> <input type="checkbox"/>	Bi206 Luke-Acts	<input type="checkbox"/> <input type="checkbox"/>
Hi203 Church History 1	<input type="checkbox"/> <input type="checkbox"/>	Bi207 John and His Epistles	<input type="checkbox"/> <input type="checkbox"/>
Hi204 Church History 2*	<input type="checkbox"/> <input type="checkbox"/>	Bi208 Colossians / Ephesians*	<input type="checkbox"/> <input type="checkbox"/>
*Prerequisites: Mn201, Th202, Hi203		*Prerequisites: Th205, Bi206, Bi207	
SEMESTER 3		SEMESTER 4	
Th301 Soteriology	<input type="checkbox"/> <input type="checkbox"/>	Th305 Theology/Pneumatology	<input type="checkbox"/> <input type="checkbox"/>
Bi302 Romans and Galatians	<input type="checkbox"/> <input type="checkbox"/>	Bi306 The Pentateuch	<input type="checkbox"/> <input type="checkbox"/>
Bi303 Hebrews	<input type="checkbox"/> <input type="checkbox"/>	Bi307 Hebrew History	<input type="checkbox"/> <input type="checkbox"/>
Mn304 Teaching the Bible*	<input type="checkbox"/> <input type="checkbox"/>	Mn308 Homiletics*	<input type="checkbox"/> <input type="checkbox"/>
*Prerequisites: Th301, Bi302, Bi303		*Prerequisites: Th305, Bi306, Bi307	
SEMESTER 5		SEMESTER 6	
Th401 Anthropology/Hamartiology	<input type="checkbox"/> <input type="checkbox"/>	Th405 Eschatology	<input type="checkbox"/> <input type="checkbox"/>
Hi402 Cults and Religions	<input type="checkbox"/> <input type="checkbox"/>	Bi406 Daniel and Revelation	<input type="checkbox"/> <input type="checkbox"/>
Bi403 Poetic Books	<input type="checkbox"/> <input type="checkbox"/>	Bi407 The Prophets	<input type="checkbox"/> <input type="checkbox"/>
Mn404 Counseling*	<input type="checkbox"/> <input type="checkbox"/>	Mn408 Church Administration*	<input type="checkbox"/> <input type="checkbox"/>
*Prerequisites: Th401, Hi402, Bi403		*Prerequisites: Th405, Bi406, Bi407	

*Student ID# _____ Date of Birth _____ Church ID# _____
MM/DD/YYYY

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 \$50 per credit hour. Each course includes Beyond Academics (1/2 cr hr): \$25

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"/> \$168	<input type="checkbox"/> \$336	<input type="checkbox"/> \$504	<input type="checkbox"/> \$672
<input type="checkbox"/> Degree	<input type="checkbox"/> \$218	<input type="checkbox"/> \$436	<input type="checkbox"/> \$654	<input type="checkbox"/> \$872

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 ...

\$31.25 per course (diploma) x _____ (number of courses) = _____ discount

\$43.75 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 Level Two Program Costs

Prices subject to change

The total cost of the Level Two Diploma Programs, including enrollment fees, tuition and books, and shipping is \$4,032. The diploma program consists of 24 accelerated courses as described in the catalog and on the website. Upon successful completion of the diploma program, you will receive the Diploma in Christian Ministry or in Christian Leadership. The degree program's total cost is \$5,232 plus the cost of the Logos Bible Software, \$472. Upon completion of the program, you will receive the Bachelor of Arts in Bible and Theology.

OTHER FEES

Audit Fee	\$62.50
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 \$31.25 per course tuition discount (diploma student), or a \$43.75 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.

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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 semester fees.

BEYOND ACADEMICS

Beyond Academics is the practical, individualized component of your formation in Level Two. 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).

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.

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

Level Two accelerated courses are designed to be taken in 5 or 6 weeks. 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.

Note that the acceptance for transfer of academic credits is determined by the receiving institution.