

Book Order Form--LEVEL TWO



INSTE
BIBLE COLLEGE

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Date ____/____/____ Church ID# _____ Class ID# _____ (if add-on)

Church Name and Address: _____ Address _____ City/St/Zip _____ ☎(____) _____ e-mail _____ Ordered by _____	Ship to: <input type="checkbox"/> Same as church <input type="checkbox"/> The following name and address Name: _____ Address _____ City/St/Zip _____ ← TRACKING NUMBER: 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. All orders are shipped via USPS unless other service is requested. Other shipping requested _____ Additional charges will apply.
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*Courses (see list on back)								Transfer fee?	What student owes
Student Name and ID <small>(example-- John Smith, 12345)</small>	Program	Ministry Mentor	Course	Course	Course	Course	Married student disc? Diploma: 31.25 Degree: 43.75		
	dip deg		Start date: ____/____/____	____/____/____	____/____/____	____/____/____			
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Enroll <input type="checkbox"/> Book	<input type="checkbox"/> Enroll <input type="checkbox"/> Book	<input type="checkbox"/> Enroll <input type="checkbox"/> Book	<input type="checkbox"/> Enroll <input type="checkbox"/> Book	Amt _____	<input type="checkbox"/>	
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Enroll <input type="checkbox"/> Book	<input type="checkbox"/> Enroll <input type="checkbox"/> Book	<input type="checkbox"/> Enroll <input type="checkbox"/> Book	<input type="checkbox"/> Enroll <input type="checkbox"/> Book	Amt _____	<input type="checkbox"/>	
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Enroll <input type="checkbox"/> Book	<input type="checkbox"/> Enroll <input type="checkbox"/> Book	<input type="checkbox"/> Enroll <input type="checkbox"/> Book	<input type="checkbox"/> Enroll <input type="checkbox"/> Book	Amt _____	<input type="checkbox"/>	
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Enroll <input type="checkbox"/> Book	<input type="checkbox"/> Enroll <input type="checkbox"/> Book	<input type="checkbox"/> Enroll <input type="checkbox"/> Book	<input type="checkbox"/> Enroll <input type="checkbox"/> Book	Amt _____	<input type="checkbox"/>	
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Enroll <input type="checkbox"/> Book	<input type="checkbox"/> Enroll <input type="checkbox"/> Book	<input type="checkbox"/> Enroll <input type="checkbox"/> Book	<input type="checkbox"/> Enroll <input type="checkbox"/> Book	Amt _____	<input type="checkbox"/>	
6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Enroll <input type="checkbox"/> Book	<input type="checkbox"/> Enroll <input type="checkbox"/> Book	<input type="checkbox"/> Enroll <input type="checkbox"/> Book	<input type="checkbox"/> Enroll <input type="checkbox"/> Book	Amt _____	<input type="checkbox"/>	
7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Enroll <input type="checkbox"/> Book	<input type="checkbox"/> Enroll <input type="checkbox"/> Book	<input type="checkbox"/> Enroll <input type="checkbox"/> Book	<input type="checkbox"/> Enroll <input type="checkbox"/> Book	Amt _____	<input type="checkbox"/>	
Total number of students in this course							TOTAL OWED by students		
Group leader of this course							Does this amount match the total of the enrollment forms?		
Leader book(s) ordered. (Includes shipping)			BK:\$34 <input type="checkbox"/>	BK: \$34 <input type="checkbox"/>	BK: \$34 <input type="checkbox"/>	BK: \$34 <input type="checkbox"/>	Ldr Bk Total		
Total number of books ordered for this course			En ____ Sp ____	En ____ Sp ____	En ____ Sp ____	En ____ Sp ____	TOTAL ENCLOSED		

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

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

Sent:	Waybill#	Inv. # _____	Date _____	CC Code # _____
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Church and Class Information

1. **DATE:** Write the date of the order.
2. **CHURCH ID # and CLASS ID #:** Fill in the Church ID#. If this is the first course for your group, you will be assigned a Class ID# when your class is processed. If a student is adding on to an open course, write in the Class # that is shown on the class Register of Attendance (RAE).
3. **CHURCH NAME AND ADDRESS:** Fill out completely. Include a day time telephone number where we can reach you. Also include your 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 the order is complete.

1. **SHIP TO:** Check the correct box. If you check “following name and address” write it clearly on the lines provided.
2. **TRACKING NUMBER:** If you give us an e-mail address, we will email you a tracking number you can use to track your shipment.
3. **USPS.** We ship all orders via USPS Media Service unless otherwise requested. If you wish another service, additional charges will apply. USPS Media Service estimated shipping time is 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 delivery from the time you send in your completely filled out order.

Book Order Information

1. **STUDENT NAME and ID:** Write the name of each student followed by 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.
2. **PROGRAM:** Check the applicable Diploma or Degree box for each student.
3. **MINISTRY MENTOR:** Write the name of the mentor for each student in this column. If the mentor has changed since the last course, the student needs to include a mentor data sheet with his/her enrollment. **AUDIT STUDENTS** For audit students-write in “Audit” in this column. They pay ½ tuition plus the book
4. **COURSE:** Write in each applicable course name shown below for the enrolling students.

Semester 1			
Church Leadership	Ecclesiology	Church History 1	Church History 2
Semester 2			
Christology	Luke-Acts	John and His Epistles	Colossians/Ephesians
Semester 3			
Soteriology	Romans / Galatians	Hebrews	Teaching the Bible
Semester 4			
Theology/Pneumat.	The Pentateuch	Hebrew History	Homiletics
Semester 5			
Anthrop/Harmart.	Cults and Religions	Poetic Books	Counseling
Semester 6			
Eschatology	Daniel / Revelation	The Prophets	Church Admin.

5. **START DATE:** When will your class begin? If you are ordering more than one course, write the start date of each course. Check the appropriate **ENROLL** box for each student who is enrolling. Also, check the appropriate box for each student that is ordering a **BOOK**.
6. **MARRIED STUDENT DISC?:** Write the dollar amount. When both husband and wife study concurrently (whether in the same course or in different courses) each will receive a tuition discount, according to the program in which they are studying. If a spouse withdraws, the total discount will be deducted from the refund. Both spouses must buy the INSTE book.
7. **TRANSFER FEE?** If this is a beginning class, for all degree program students, check the box to indicate the transcript evaluation fee is applicable.
8. **WHAT STUDENT OWES:** Write in the **Am't of \$** received **from** or **for** each student as indicated on the student's Course Enrollment Form – Level 2.
9. **TOTAL NUMBER OF STUDENTS IN THIS COURSE:** Write in the total number of students enrolling in each course.
10. **TOTAL OWED BY STUDENTS;** Add the total owed by all students and writes it in this box.
11. **GROUP LEADER OF THIS COURSE:** Write the name of the group leader. Remember this leader must be currently certified as a leader.
12. **DOES THIS AMOUNT MATCH THE TOTAL OF THE ENROLLMENT FORMS:** The **TOTAL OWED by Students** should match the total of all the Course Enrollment forms (Receipt - Am't of \$). If this is correct, write in “YES”. – If it is not correct, indicate the reason.
13. **LEADER BOOK(S) ORDERED:** Check the box if a leader who is not a student in this course wants to order a book.
14. **LDR BK TOTAL:** Indicate the total dollars owed for all leader book(s) ordered.
15. **TOTAL NUMBER OF BOOKS ORDERED FOR THIS COURSE:** Indicate the number of books you are ordering in English (En) or Spanish (Sp). EVERY student needs the book. If the student has bought books previously and dropped out, he/she may use those books.
16. **TOTAL ENCLOSED:** Write 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.

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

- **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)**