

**PETITION TO AUDIT
EZ FORM**
Level Two



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PERSONAL INFORMATION

Given the nature of the INSTE courses, we strongly discourage auditing. However, under certain circumstances permission will be granted to include one auditor per group.

Last name _____ First _____ Initial _____

Address _____

City _____ State _____ Zip _____

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

E-mail: _____

The person who wishes to audit will sign and date the following statement:



I promise to do all the assignments in (course) _____

However, I will not receive credit for the course, nor will I take any of the tests.

My name will appear on the record of attendance and exams **ONLY AS AN AUDITOR**, although I will be allowed to participate in the group discussions.

signature date



Explain the reason for which you are petitioning permission to audit this class.

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

(*If this is your first course in INSTE, this number will be assigned to you. Use this number on all subsequent petitions or enrollments.)

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

City _____ ST _____

NAME OF THE COURSE YOU WISH TO AUDIT: _____
(SEE LIST ON BACK)

Your group leader _____

Costs for AUDITING this course
PAYMENT IS DUE IN FULL AT TIME OF APPLICATION

Give this AUDIT FORM to your INSTE COORDINATOR/LEADER FOR SIGNING.

One-half of the cost of tuition	\$50
INSTE Book	25
Shipping and Handling Fee	9
TOTAL COST FOR THIS COURSE as an auditor	\$84

APPLICANT: THE FOLLOWING MUST BE SIGNED EACH COURSE

RECEIPT		Date _____
Received from or for _____	(student name)	for am't of \$ _____
		(full am't)
In full payment for enrollment in the course listed above.		
<ul style="list-style-type: none"> - 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	_____ Auditor'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: _____		

Refund Policy

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

CANCELLATION REFUND

An auditor's enrollment will be cancelled and tuition refunded 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 audit fees.

WITHDRAWAL REFUND

When a request for a refund is received, the group leader informs INSTE of the last lesson completed by the auditor 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 TWO

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.

LIST OF COURSES

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