

## Total Level One Program Costs

Prices subject to change

The total cost of Level One: Ministry Training, including enrollment fees, tuition and books, is \$324. This program consists of four semester courses as described in the catalog and on the website. Upon successful completion of the program, you will receive the Certificate in Christian Ministry.

### OTHER FEES

Audit Fee .....	\$18
Transcript Fee .....	\$ 5
Transfer Evaluation Fee .....	\$25
Graduation Fee (includes one free transcript) .....	\$10

### 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, 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 semester 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. A check will be mailed to the student or to the church depending on who paid the semester 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

### 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.

## Semester Enrollment Form

Student ID# \_\_\_\_\_ Church ID# \_\_\_\_\_ Group ID# \_\_\_\_\_  
(If this is your first semester in INSTE, this number will be assigned to you. Use this number on all subsequent enrollments.)

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

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

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

### Course Information

Check the Course in which you are enrolling:

- DISCIPLESHIP 1 ..... 2 Credit hours  
 DISCIPLESHIP 2 ..... 2 Credit hours  
 OLD TESTAMENT ..... 2 Credit hours  
 NEW TESTAMENT ..... 2 Credit hours

### Costs for this semester ..... PAYMENT IS DUE IN FULL AT TIME OF ENROLLMENT

Tuition .....	\$36
INSTE Book .....	30
Semester Enrollment Fee .....	7
Shipping and Handling Fee .....	6
TOTAL COST FOR THIS SEMESTER.....	\$79

I qualify for the Married Student Discount  Yes  No If yes, subtract -\$9 .....

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

WHAT YOU OWE THIS SEMESTER.....

### RECEIPT

Date \_\_\_\_\_

Received **from** or **for** \_\_\_\_\_ for am't of \$ \_\_\_\_\_

In full payment for enrollment in (course) \_\_\_\_\_

Give your group leader this application/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 this receipt and sign it. He/she will make a photocopy of this form and give it to you as your receipt. Your signature below attests to your receipt of the photocopy. This form will be filed in your student file.

\_\_\_\_\_  
Group leader's signature

\_\_\_\_\_  
Student's signature

Who is paying for the course?  Student  Church Scholarship

If the church is paying for the course, write name of the church here:  
\_\_\_\_\_

**Application for Admission and/or Enrollment  
EZ FORM**

Level One



2302 SW 3rd Street, Ankeny, IA 50023  
Tel: (515) 289-9200 Fax: (515) 289-9201  
Email: inste@inste.edu

**PERSONAL INFORMATION (MUST BE FILLED OUT EACH SEMESTER)**

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: \_\_\_\_\_

**IF YOU ARE A CONTINUING STUDENT WITH A STUDENT ID#, SKIP TO THE SIGNATURE** →

Date of birth \_\_\_\_\_ City of birth \_\_\_\_\_ ST \_\_\_\_\_

Country \_\_\_\_\_ Gender:  Male  Female

Marital status:  Single  Married  Widowed  Divorced

Spouse's name \_\_\_\_\_

Your occupation/profession \_\_\_\_\_

**SCHOLASTIC EXPERIENCE**

Highest level of education achieved: Check one box below.

- Not H.S. graduate
- High School or GED
- Vocational School
- Some College
- College Degree—Undergrad. ( \_\_ 2 yr. \_\_ 4 yr.)
- College Degree—Graduate ( \_\_ Master \_\_ Dr)

**CHURCH BACKGROUND**

Name of the church you presently attend \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Denomination: \_\_\_\_\_ Pastor's name \_\_\_\_\_

**SPIRITUAL EXPERIENCE**

Please give a brief description of your salvation experience

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Why do you want to study in INSTE? \_\_\_\_\_

\_\_\_\_\_

**APPLICANT/STUDENT: (THIS MUST BE SIGNED EACH SEMESTER)**

I have read the information on the back of this sheet. I understand my rights and obligations.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Sign this application and give it to your INSTE COORDINATOR/LEADER or pastor for signing.

**PASTOR OR INSTE COORDINATOR/LEADER: (TO BE FILLED OUT EACH SEMESTER)**

Please complete and sign the following:

This applicant fulfills the following requirements necessary for admission to INSTE and/or enrollment in a Level One course this semester.

- Born again and shows signs of spiritual growth .....  Yes  No
- Faithful in attendance and service to the local church .....  Yes  No
- Will be at least 16 years old before beginning the course .....  Yes  No  
Students in high school must submit a letter of approval from a parent or guardian.
- Ability to read and comprehend the INSTE courses .....  Yes  No

If you recommend this student to enroll in this semester, please sign below.

\_\_\_\_\_  
Pastor or INSTE Coordinator/Leader's signature                      Date

View additional course and services information online at [www.inste.org](http://www.inste.org) or in the catalog.

(Fill out both sides. **Group leader:** If you are faxing this to INSTE, be sure to fax BOTH SIDES)