

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 or in the catalog.

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