



COURSE ENROLLMENT APPLICATION

This form must be completed for each Seminary Extension course
COMPLETE ALL THE FILLABLE INFORMATION OF THIS FORM
THEN PRINT, SIGN, INITIAL AND MAIL IT TO SEMINARY EXTENSION

Name _____ Birth Date _____

Check one: ___ Rev. ___ Mr. ___ Mrs. ___ Ms. SS # _____

Check one: ___ Caucasian ___ African American ___ Hispanic ___ Other: _____

Mailing Address _____

City _____ ST _____ Zip _____

Telephone _____ E-mail address _____

No./Name of Course _____ No./Name of Course _____

Seminary Extension Students are not required to enter a program in order to take courses for Ministry Training or Personal Growth. **If you are currently enrolled in a Seminary Extension program, state the program name here.**

If you are interested in enrolling in a program, contact Seminary Extension to complete the program enrollment process.

COURSE ENROLLMENT AGREEMENT

I understand that:

1. my enrollment is protected by the Seminary Extension's cancellation policy as stated above
2. completed courses may not be applied to more than one program
3. a supervised final exam is required to earn transferable credit for any Level Two curriculum course
4. to obtain an official transcript of this Level Two Curriculum course in the future, Seminary Extension must have an official copy of my high school transcript or GED on file
5. I am to initial the Disclosure of Transferability of Credit form enclosed with this application
6. I have been given enough time to review Seminary Extension's policies located in the catalog or on the internet including individual course options and costs (If I am a program student, I have received a Program Pre-enrollment Agreement and Checklist)
7. I understand that I must complete this course within a specific length of time
8. Seminary Extension reserves the right to refuse enrollment or to cancel enrollment based upon personal conduct, academic performance, or determination that the course or program will not benefit the student

Date _____

(Student signature/Parent or Guardian if under 18)

CANCELLATION AND REFUND POLICY

You may cancel this or any course and request a refund at any time by contacting Seminary Extension. Once we have verified your information, the refund will be applied according to the following policy. Course cost does not include the cost of textbooks. See the Seminary Extension Catalog or contact Seminary Extension for our book return policy. Seminary Extension will refund:

Refunds are based on the following schedule and are available for up to 12 months from the date of enrollment:

- 100% of the course cost to a student who cancels a course within the first 15 days of enrollment.
- 90% of the course cost to a student who has completed up to and including 10% of the course.
- 75% of the course cost to a student who has completed between 10% and 25% of the course.
- 50% of the course cost to a student who has completed between 25% and 50% of the course.
- After the student has completed more than half the course, the institution shall be entitled to retain the entire total course tuition.

DISCLOSURE OF TRANSFERABILITY OF CREDIT

Credits earned at Seminary Extension may not transfer to another educational institution. Credits earned at another educational institution may not be accepted by Seminary Extension. You should obtain confirmation that Seminary Extension will accept any credits you have earned at another educational institution before you execute an enrollment contract or agreement. You should also contact any educational institutions that you may want to transfer credits earned at Seminary Extension to determine if such institutions will accept credits earned at Seminary Extension prior to executing an enrollment contract or agreement. The ability to transfer credits from Seminary Extension to another educational institution may be very limited. Your credits may not transfer and you may have to repeat courses previously taken at Seminary Extension if you enroll in another educational institution. You should never assume that credits will transfer to or from any educational institution. It is highly recommended and you are advised to make certain that you know the transfer of credit policy of Seminary Extension and of any other educational institutions you may in the future want to transfer the credits earned at Seminary Extension before you execute an enrollment contract or agreement.

I have read and understand the above statement concerning transferability of credits to and/or from Seminary Extension.

Initials: _____

Date: _____

This document must be initialed, dated and received by Seminary Extension prior to enrollment by the institution.



Seminary Extension
901 Commerce St., Suite 500
Nashville, TN 37203-3631
Phone: (615) 242-2453, Fax: (615) 782-4822
E-mail: se@seminaryextension.org
<http://www.seminaryextension.org>

COURSE ORDER FORM

You may use this form to enroll in up to two Seminary Extension courses

**COMPLETE ALL THE INFORMATION ON THIS FORM
AND ON THE ENROLLMENT FORM THAT IS ATTACHED TO IT**

First: Select the course(s) into which you want to enroll

Course Number/Title from Catalog

Cost for each course

(The price for each course is listed two ways in the catalog: with textbooks and without textbooks. First, state the course number, name and then put the cost **without textbooks**: Level two courses will be either \$136.00 or \$169.00)

_____ \$ _____
(course 1)

_____ \$ _____
(course 2)

Textbook(s)* Title from Catalog

Cost for each textbook

(The prices for required textbooks are listed in the catalog under each course. List the textbooks that you want to order and put the cost in the cost column.)

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

ORDER TOTAL \$ _____ (total of lines above)

Second: Select your method of payment

Seminary Extension will accept checks, money orders or credit card payments. If paying by check or money order, make them payable to Seminary Extension. If by credit card, complete the information below:

Select one of the following: ___ American Express; ___ Discover; ___ MasterCard; ___ Visa

Card Number: _____

Expiration Date: _____ Security Code: _____

Signature: _____

(Signature of card holder)



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