

TWIN LAKES BIBLE INSTITUTE

COURSE REGISTRATION

Application Date: _____

NAME

Last Name: _____ First Name: _____ MI: _____

Maiden Name: _____

Email Address: _____

ADDRESS

Address line 1: _____

Address line 2: _____

City: _____ State: _____

Country: _____ Zip: _____

PERSONAL INFORMATION

Date of Birth: _____ Cell Phone Number: _____

Sex: Female: _____ Male: _____ Occupation: _____

How did you hear about LBU? _____

How did you hear about TLBI? _____

COURSE APPLYING FOR

- Course: _____
Course date: _____
- Course: _____
Course date: _____
- Course: _____
Course date: _____
- Course: _____
Course date: _____

PAYMENT

\$150.00 per course

Payment options:

- Online: Twin Lakes Bible Institute Website: www.twinlakesbaptistchurch.com/TLBI
- USPS mail or in person:
 - Make checks payable to Twin Lakes Baptist Church
 - Mailing address: 2645 US-62, Mountain Home, AR 72653

Fees must be received and paid in full before the start date of the course. Any questions please call 870-425-8663.

TWIN LAKES BIBLE INSTITUTE
COURSE REGISTRATION (CONT)



COURSE REFUND POLICY

When a student withdraws from any registered course, the course refund policy will apply as follows: To initiate the withdrawal process, please notify the TLBI office in writing. The date the office receives this notification will be used to determine the amount of course payment to be refunded. Please note that refunds apply only to course payment and not to enrollment fees, and there are no exceptions to this policy.

Refund of registered course payment is as follows:

Within 30 days from enrollment date	80%
31 – 60 days prior to course start date	60%
61 – 90 days prior to course start date	40%
After 90 days from enrollment date	0%

RE-ENGAGEMENT AFTER WITHDRAWAL POLICY

When a student is officially dropped from the TLBI, the following reinstatement policy will apply:

The student will not be responsible for any remaining unpaid course(s) from the original registration agreement. The registration process will begin as new and course payment with registration fee will be required.

If the student is reinstated and has paid in full, they will be responsible for the difference between the old and new course rates for any course hours not previously completed. Paid completed courses will remain under the original registration agreement.

If the student has made partial payments towards the original registration agreement, these will be credited to the new registration agreement. Any courses completed but not yet paid for will be included in the new registration agreement.

*****NOTE: Whether you are taking TLBI courses for college credit or auditing TLBI courses for no college credit, the course fee and payment remain the same. Auditing a course only exempts you from having to complete assignments or exams but the registration fee and payment for the course are still due. Please check one of the following:**

I am taking the TLBI course(s) for college credit.

☐

I am auditing the TLBI course(s).

☐

Signature of Student: _____

Date: _____

OFFICE USE

Registration form completed: ☐

- Registration fee (\$50.00 each course, non-refundable): \$ _____
- Course payment (\$100.00 each course): \$ _____

Total amount paid: \$ _____

Email will be sent to student with receipt stating: registration fee, courses registered for, and total amount paid. Please refer to the Twin Lakes Bible Institute Website at www.twinlakesbaptistchurch.com/TLBI for course cancelation policy and instructions.

Signature of Institute Official: _____

Date: _____