

NAME: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

PHONE: (Home): _____ (Work) _____ (Cell) _____

EMAIL: _____ Check if contact info has changed

DEGREE PROGRAM: _____ New Student? Yes No When did you last take classes at BTS? _____

Course # _____	Instructor _____	Location _____	<input type="checkbox"/> Credit	<input type="checkbox"/> Audit
Course # _____	Instructor _____	Location _____	<input type="checkbox"/> Credit	<input type="checkbox"/> Audit
Course # _____	Instructor _____	Location _____	<input type="checkbox"/> Credit	<input type="checkbox"/> Audit
Course # _____	Instructor _____	Location _____	<input type="checkbox"/> Credit	<input type="checkbox"/> Audit

OFFICE USE ONLY

Tuition: _____

Mat. Fee: _____

App. Fee: _____

ID Fee: _____

Late Fee: _____

Amt. Past Due: _____

Subtotal: _____

CC Fee (4%): _____

Total Due: _____

Amount Paid: _____

ck# _____ Cash _____

Balance Due: _____

Fees: Application Fee \$30 (one time) • Tuition \$100 per credit hour; \$40 per audit hour • Late Fee: \$25 per course after first week of class • Annual Student ID: \$15
By completing and signing this form, I am registering for the above courses and agree to pay all tuition and fees.

Signature _____ Date: _____

MC VISA DISCOVER Credit Card # _____ - _____ - _____ Exp. Date _____ - _____

*Use of Credit card incurs a 4% service charge

Birmingham Theological Seminary • 2200 Briarwood Way • Birmingham, AL 35243 • (205) 776-5650

INSTRUCTIONS FOR REGISTRATION FORM

BTS is now accepting registration forms for Spring semester. The registration form is due by the first day of your class. Registration week is the week of January 23rd. Please be sure to submit your registration form with all tuition and fees by January 27th. Fill out the form completely and sign. You may mail your registration and tuition to our office, register in person at our office Mon-Thurs. 8:00-4:00, or register in person outside the classroom during registration week.

ADD/DROP/WITHDRAWAL: Students may drop and/or add courses through the end of the 2nd week of the semester for a fee of \$15 per course. Students withdrawing from courses may receive a 50% tuition credit through the end of the 2nd week of the semester. If a refund is desired, it must be requested in writing by the student; otherwise, the credit will be credited to future courses. Unauthorized withdrawal will result in the student to receiving a failing grade in the course. Authorized withdrawal, later than two weeks after the start of the semester, will be listed on the student transcript as W (withdrawn).

STUDENT ID: Students who did not take a Fall 2011 course or pay the 2011-2012 annual ID fee owe the \$15 fee this semester. Please stop by our office or the registration table to have your picture made for the ID. You may also e-mail a picture. It is the student's responsibility to provide a picture for the ID.

TUITION: Tuition for certificate and M.A. classes is \$200, or \$100 per credit hour. Tuition for DMIN classes is \$450.

APPLICATION FEE: The application fee is a one time fee due only when you submit your application for admission.

MATERIAL FEE: Some courses provide a course supplement for a fee of \$15. Please be prepared to pay a material fee if your course includes a supplement.

LATE FEE: A late fee of \$25 will be added for registrations and tuition received after registration week (January 27th).

CREDIT CARD FEE: If you are paying by credit card, please be aware that there will be a 4% service charge added to your total amount.