



Download this form and save it to your computer. After filling it out, please send it to FamilyLife by either:

1. Email: [rloftness@familylife.com](mailto:rloftness@familylife.com)
2. Fax: (501) 224-2529 – Attention: Rich Loftness
3. Mail address: Rich Loftness, FamilyLife, 5800 Ranch Drive, Little Rock, AR 72223

You will receive a confirmation email within a week of sending in your registration. If not, please email Rich Loftness ([rloftness@familylife.com](mailto:rloftness@familylife.com)) and confirm your registration.

## CONTACT INFORMATION

|                       |            |                      |                |
|-----------------------|------------|----------------------|----------------|
| Title                 | First Name | Last Name            |                |
| Address 1             | Address 2  |                      |                |
| City                  | State      | Zip                  |                |
| Phone                 | Birth Date | <input type="text"/> |                |
| Email Address         |            |                      |                |
| Gender                | Male       | Staff Type           | FamilyLife RMO |
|                       | Female     |                      | CCC RMO        |
|                       |            |                      | Paid Staff     |
|                       |            |                      | Other          |
| Staff/Employee number |            |                      |                |

## EDUCATION INFORMATION

|  |                      |                              |           |
|--|----------------------|------------------------------|-----------|
| Year Graduated                                       | <input type="text"/> |                              |           |
| Highest Education Level                              | High School          | First FamilyLife IBS Course? | yes       |
|  | Associates Degree    |                              | no        |
|  | Undergraduate Degree |                              |           |
|  | Master's Degree      |                              |           |
|  | Doctorate Degree     |                              |           |
| Have you taken classes other than at FamilyLife IBS? | yes                  | Previous IBS class location  | Arrowhead |
|  | no                   |                              | Orlando   |
|  |                      |                              | CSU       |
|  |                      |                              | Other     |

## COURSE INFORMATION AND REGISTRATION

**Policies:** Class size is limited to 50 students. All others will be added to the waiting list for each course

**Graduate Level:** To take courses on a graduate level you must have completed a Bachelor's Degree. You must also fill out an application form for Reformed Theological Seminary (RTS)

**Refunds:** Registration fee and 100% of course tuition refunded if the course is dropped two weeks or more before the first day of class. Book fee is non-refundable once books have been ordered. There is a 100% refund of tuition if the course is dropped by completion of 20% of classes, otherwise there is no refund.

**Payment:** Payments may be made through CCC account transfer or by check.

**Fees:** The fees are based on the following programs:

|  |          |
|--|----------|
| Certification Program (Pass/Fail Grade)  | \$140.00 |
| Graduate Program (Grade)   | \$215.00 |
| No Credit Program  | \$70.00  |
| Book Fee – See course description webpage ( <a href="http://www.familylife.com/ibs">www.familylife.com/ibs</a> ) for amount. |          |

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| Course Name | Program | Amount |
|-------------|---------|--------|
|-------------|---------|--------|

|              |                               |       |
|--------------|-------------------------------|-------|
| Book Fee     | add \$25 if not on staff      | Total |
| Payment Type | Staff Account                 |       |
|              | Check (payable to FamilyLife) |       |

*updated: 07-2017*