

NAME: _____

EMAIL: _____ Check if you have a Bachelor's degree

Course # _____	Instructor _____	Location _____	M.A./DM Credit	Cert. Credit	Audit	V/C
Course # _____	Instructor _____	Location _____	M.A./DM Credit	Cert. Credit	Audit	V/C
Course # _____	Instructor _____	Location _____	M.A./DM Credit	Cert. Credit	Audit	V/C
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Fees: Application Fee \$30 (one time) • M.A. Tuition \$100 per credit hour; \$40 per audit hour • D.Min. Tuition \$200 per credit hour

Late Fee: \$25 per course after first week of class • Student Services Fee: \$30

MC VISA DSC Credit Card # _____ - _____ - _____ Exp. Date _____ - _____ CVV: _____
*Use of Credit card incurs a 4% service charge

By completing and signing this form, I am registering for the above courses and agree to pay all tuition and fees.

Signature _____ Date: _____

If contact info has changed or if this is your first semester at BTS, fill out the following:

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

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

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

INSTRUCTIONS FOR REGISTRATION FORM

BTS is now accepting registration forms for the Fall semester. The registration form is due by the first day of your class. Registration week is the week of September 2. **The first day of class is Tuesday, January 21.** Please be sure to submit your registration form with all tuition and fees by January 24. 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. 8:00-5:00, 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 may withdraw from a course once the add/drop period ends until the end of the semester. A withdrawal is posted on the student's transcript as "W" (withdrawn). Students withdrawing from courses may receive a 50% tuition credit during the two weeks following the end of the add/drop period. After these two weeks, no tuition credit will be given.

STUDENT SERVICES FEE: The annual \$30 student services fee is due for the 2019-2020 academic year for all students who did not pay this fee during the Fall 2019 semester. This fee includes your student ID, most printed materials and other administrative costs.

STUDENT ID: If you do not have an ID, please stop by our office or the registration table to have your picture made for the ID. You may also e-mail a picture. If you have an ID, please stop by to receive your 2019-2020 student ID sticker to update your ID.

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

VIDEO CONFERENCE: If you plan to take a video conference course (marked V/C on the schedule), please check the V/C box and pay the \$25 per course video conference fee.

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

LATE FEE: A late fee of \$25 will be added for registrations and tuition received after registration week (Jan 21-24).

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