

NAME: _____

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

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 7. **The first day of class is Tuesday, September 8.** Please be sure to submit your registration form with all tuition and fees by September 11. Fill out the form completely and sign. You may mail your registration and tuition to our office or register online at bts.education.

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 A withdrawal is posted on the student's transcript as "W" (withdrawn).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 2020-2021 academic. 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 2020-2021 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. *The \$25 video conference fee is waived for the Fall semester.*

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 (September 14-18).

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.