



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

*updated: 07-2017*