

**OFFICE USE ONLY**  
 Tuition: \_\_\_\_\_  
 App. Fee: \_\_\_\_\_  
 Student Ser. Fee: \_\_\_\_\_  
 Late Fee: \_\_\_\_\_ VC Fee: \_\_\_\_\_  
 Amt. Past Due: \_\_\_\_\_  
**SUBTOTAL:** \_\_\_\_\_  
 CC Fee (4%): \_\_\_\_\_  
**TOTAL DUE:** \_\_\_\_\_  
 Amount Paid: \_\_\_\_\_  
 ck# \_\_\_\_\_ Cash \_\_\_\_\_  
 Balance Due: \_\_\_\_\_

NAME: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 PHONE: (Home): \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_  
 EMAIL: \_\_\_\_\_  Check if contact info changed  Check if you can receive text message  
 DEGREE PROGRAM: \_\_\_\_\_ New Student?  Yes  No When did you last take classes at BTS? \_\_\_\_\_  
 CHURCH MEMBERSHIP: \_\_\_\_\_ DENOMINATION: \_\_\_\_\_

Course # _____	Instructor _____	Location _____	<b>M.A. Credit</b>	<b>Cert. Credit</b>	<b>Audit</b>	<b>V/C</b>
Course # _____	Instructor _____	Location _____	<b>M.A. Credit</b>	<b>Cert. Credit</b>	<b>Audit</b>	<b>V/C</b>
Course # _____	Instructor _____	Location _____	<b>M.A. Credit</b>	<b>Cert. Credit</b>	<b>Audit</b>	<b>D.MIN.</b>
Course # _____	Instructor _____	Location _____	<b>M.A. Credit</b>	<b>Cert. Credit</b>	<b>Audit</b>	<b>D.MIN.</b>

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

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 \_\_\_\_\_ - \_\_\_\_\_ CVV: \_\_\_\_\_

\*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 the Fall semester. The registration form is due by the first day of your class. Registration week is the week of January 14. **The first day of class is January 14.** Please be sure to submit your registration form with all tuition and fees by January 18. 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 2018-2019 academic year for all students who did not pay it in Fall 2018. This fee includes your annual student ID, most course supplements 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 2018-2019 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 or \$1,000.

**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 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 (September 7).

**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.