

Church of God School of Ministry

P.O. Box 2430
2490 Keith Street NW
Cleveland, TN 37320-2430
Toll Free (877) 344-0488 Fax (423) 478-7012
Local (423) 478-7011

CERTIFICATE IN MINISTERIAL STUDIES (CIMS) APPLICATION FOR ENROLLMENT AND ADMISSION

Date of Application: _____ Date Training Begins: _____ Program Length: 36 months

Status of Student: Full-time Part-time Projected date of completion: _____

Name: _____
LAST FIRST MI

Social Security # _____ Ministerial Number _____

Phone _____ Work _____ Fax _____

Street Address _____ Email Address _____

City _____ State _____ Zip _____

Date of Birth _____ Sex: Male Female Ethnicity: _____

Marital Status: Single Married Separated Divorced Widowed

Educational Background:

High School Diploma – Year _____ GED Equivalency – Year _____
College Graduate – Year _____ Graduate School – Year _____
Other _____

Employer _____ Telephone of Employer _____

Address of Employer _____
City State Zip

I will be studying through: DLC (location) _____
 DLS (location) _____
 Internet DVD Study

Date I plan to begin my first CIMS course: _____

Instructions: On the reverse side, after reviewing the entire page, check the courses you plan to complete. Make a copy of this completed form for your personal files. Sign below, with the following affirmation: "I do hereby affirm that I have retained a personal copy of this Application for Enrollment and Admission to the Church of God School of Ministry, which details the total cost of the program and the refund policy."

Signature *Date*

Grievance Policy

Any grievances not resolved on the institutional level may be forwarded to the Tennessee Higher Education Commission, Nashville, TN 37243-0830, (615-741-5293).

(Continued on reverse side.)

For Office Use Only:	Application Fee (\$25) _____
Received _____ Response _____	Logged _____ DLC # _____
Endorsements: AB _____ DB _____	Pastor _____ Grant \$ _____
Student Status: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Projected completion date: _____

Please check the courses you plan to complete:

Course Number	Course	CIMS Credits	Cost for DLC Student	Cost for Internet Student	Cost for DVD Student
Doctrinal					
<input type="checkbox"/>	2009 Faith Foundations for Life and Ministry in the 21 st Century* <i>(Tuition \$60; Textbook \$12; Study Guide \$8; DVDs \$62.50)</i>	1	\$80.00	\$82.00	\$142.50
<input type="checkbox"/>	2030 Living the Faith* <i>(Tuition \$120; Textbook \$20; Study Guide \$12; DVDs \$125)</i>	2	\$152.00	\$160.00	\$277.00
<input type="checkbox"/>	2040 Knowing the Holy Spirit* <i>(Tuition \$120; Textbook \$20; Study Guide \$12; DVDs \$125)</i>	2	\$152.00	\$160.00	\$277.00
<input type="checkbox"/>	2050 Walking in the Truth* <i>(Tuition \$120; Textbook \$20; Study Guide \$12; DVDs \$125)</i>	2	\$152.00	\$160.00	\$277.00
Biblical					
<input type="checkbox"/>	2010 A Journey Through the Old Testament* <i>(Tuition \$180; Textbook \$30; Study Guide \$18; DVDs \$200)</i>	3	\$228.00	\$240.00	\$428.00
<input type="checkbox"/>	2020 A Journey Through the New Testament* <i>(Tuition \$180; Textbook \$30; Study Guide \$18; DVDs \$162.50)</i>	3	\$228.00	\$240.00	\$390.50
<input type="checkbox"/>	2060 Rightly Dividing the Word <i>(Tuition \$120; Textbook \$20; Study Guide \$12; DVDs \$125)</i>	2	\$152.00	\$160.00	\$277.00
<input type="checkbox"/>	2070 Introducing the Great Themes of Scripture <i>(Tuition \$120; Textbook \$20; Study Guide \$12; DVDs \$125)</i>	2	\$152.00	\$160.00	\$277.00
Pastoral					
<input type="checkbox"/>	2110 Knowing Your Church* <i>(Tuition \$60; Textbook \$12; Study Guide \$8; DVDs \$62.50)</i>	1	\$80.00	\$82.00	\$142.50
<input type="checkbox"/>	2120 Leading With Integrity* <i>(Tuition \$120; Textbook \$20; Study Guide \$12; DVDs \$125)</i>	2	\$152.00	\$160.00	\$277.00
<input type="checkbox"/>	2130 Understanding Yourself and Others* <i>(Tuition \$60; Textbook \$12; Study Guide \$8; DVDs \$75)</i>	1	\$80.00	\$82.00	\$155.00
<input type="checkbox"/>	2140 Equipping People for Ministry <i>(Tuition \$60; Textbook \$12; Study Guide \$8; DVDs \$62.50)</i>	1	\$80.00	\$82.00	\$142.50
<input type="checkbox"/>	2150 Learning the Practices of Ministry* <i>(Tuition \$120; Textbook \$20; Study Guide \$12; DVDs \$137.50)</i>	2	\$152.00	\$160.00	\$289.50
<input type="checkbox"/>	2160 Ministering Through Music <i>(Tuition \$60; Textbook \$12; Study Guide \$8; DVDs \$62.50)</i>	1	\$80.00	\$82.00	\$142.50
<input type="checkbox"/>	2170 Planting and Growing Churches* <i>(Tuition \$120; Textbook \$20; Study Guide \$12; DVDs \$125)</i>	2	\$152.00	\$160.00	\$277.00
<input type="checkbox"/>	2180 Helping People in Crisis* <i>(Tuition \$120; Textbook \$20; Study Guide \$12; DVDs \$125)</i>	2	\$152.00	\$160.00	\$277.00
<input type="checkbox"/>	2190 Ministering to Culturally Diverse Populations* <i>(Tuition \$60; Textbook \$12; Study Guide \$8; DVDs \$62.50)</i>	1	\$80.00	\$82.00	\$142.50
<input type="checkbox"/>	2210 Communicating Effectively <i>(Tuition \$120; Textbook \$20; Study Guide \$12; DVDs \$125)</i>	2	\$152.00	\$160.00	\$277.00
<input type="checkbox"/>	2220 Preaching the Word Today <i>(Tuition \$120; Textbook \$20; Study Guide \$12; DVDs \$112.50)</i>	2	\$152.00	\$160.00	\$264.50
<input type="checkbox"/>	2230 Caring for People in Need: 21 st -Century Benevolence <i>(Tuition \$60; Textbook \$12; Study Guide \$8; DVDs \$62.50)</i>	1	\$80.00	\$82.00	\$142.50

**Available in Spanish*

Total Cost for DLC Student		Total Cost for Internet Student		Total Cost for DVD Student	
Tuition	\$2,100.00	Tuition	\$2,100.00	Tuition	\$2,100.00
Textbooks	\$ 364.00	Textbooks	\$ 364.00	Textbooks	\$ 364.00
Study Guides	\$ 224.00	Internet Fees	\$ 350.00	Study Guides	\$ 224.00
TOTAL	\$2,688.00	TOTAL	\$2,814.00	DVDs	\$2,187.50
<i>(no DVD purchase required)</i>		<i>(no DVD purchase required; \$10 per CIMS credit Internet fee; downloadable study guides)</i>		TOTAL	\$4,875.50

Transfer of CIMS Credits

At the option of Church of God institutions of higher education, CIMS credits may be converted to credit by that institution when the student meets the entrance requirements, is accepted, and enrolls.

Refund Policy

Tuition for students enrolling in a DLC will be adjusted on the following scale:

After receiving a written request from the student, withdrawal within two weeks of beginning of class	100 %
Withdrawal within three weeks	50 %
After three weeks	0 %

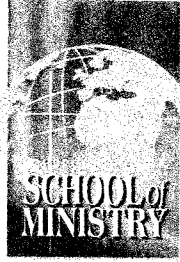
Tuition for students enrolling on an DVD basis or for Internet study will be adjusted on the following scale:

After receiving a written request from the student, withdrawal within one month of registration	100 %
Withdrawal within two months	50 %
After two months	0 %

The official date of termination will be the date of receipt of the letter of request from the student.

This policy is based on an average class completion time of 14 weeks.

Refunds apply only to tuition. There will be no refunds for DVDs, textbooks, or study guides.



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PREENROLLMENT CHECKLIST FOR CERTIFICATE IN MINISTERIAL STUDIES (CIMS) *(for first-time enrollees)*

Instructions: This School of Ministry Preenrollment Checklist complies with the Tennessee Higher Education Commission which requires that prior to enrollment, each prospective student must sign and date a form verifying the following information.

Registration Date: _____

Name: _____
LAST FIRST MI

Social Security # _____ Ministerial Number _____

Phone _____ Work _____ Fax _____

Street Address _____ E-Mail Address _____

City _____ State _____ Zip _____

Distance Learning Center (DLC) location: _____

Please indicate with yes or no that the student:

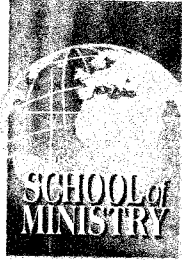
- Yes No Toured the educational facility.
- Yes No Received an institutional catalog.
- Yes No Was given the time and opportunity to review the institutional policies in the catalog.
- Yes No Has been informed of the length of the program for full-time and part-time students in the academic terms and actual calendar time.
- Yes No Has been informed of the total tuition and fee cost of the program.
- Yes No Has been informed of the estimated cost of books and any required equipment purchases such as a stenography machine, computer, specialized tools, art supplies, etc.
- Yes No Has been given a copy of the institutional cancellation and refund policy.
- Yes No Understands what transferability of credits means and the specific limitations, if any, should the institution have articulation agreements.
- Yes No Has been informed that any grievances not resolved at the institutional level may be forwarded to the Tennessee Higher Education Commission, 404 James Robertson Parkway, Nashville, TN 37243-0830, (615) 741-5293.
- Yes No Has received and signed the Transferability of Credit Disclosure (on application form).
- Yes No For the program entitled Certificate In Ministerial Studies (CIMS), I have been informed that for the academic period prior to my enrollment, the withdrawal rate is 0%, the completion rate is approximately 2 percent, and the in-field placement rate is approximately 2 percent.

Signature of Director

Date

Signature of Student

Date



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CHURCH OF GOD SCHOOL OF MINISTRY DISCLOSURE ABOUT TRANSFERABILITY OF CREDITS

(As required by the Tennessee Higher Education Commission, 49-7-144)

Credits earned at the Church of God School of Ministry may not transfer to another educational institution. Credits earned at another educational institution may not be accepted by the Church of God School of Ministry. You should obtain confirmation that the Church of God School of Ministry will accept any credits you have earned at another educational institution before you execute an enrollment contract or agreement. You should also contact any educational institutions that you may want to transfer credits earned at the Church of God School of Ministry prior to executing an enrollment contract or agreement. The ability to transfer credits from the Church of God School of Ministry to another educational institution may be very limited. Your credits may not transfer and you may have to repeat courses previously taken at the Church of God School of Ministry if you enroll in another educational institution. You should never assume that credits will transfer to or from any educational institution. It is highly recommended and you are advised to make certain that you know the transfer policy of the Church of God School of Ministry and of any other educational institutions you may in the future want to transfer the credits earned at the Church of God School of Ministry before you execute an enrollment contract or agreement.

(Student Initials)

(Date)