



To register for classes at CMI please follow the procedure listed below:

### **REGISTRATION PROCEDURE**

1. Complete the Student Contract with desired classes and fees
  - Regular course tuition is \$225.00
  - Practicum tuition is \$100.00
  - Registration fee (each term) is \$25.00  
*(See Academic Schedule for deadlines)*
2. Sign and date the Student Contract and return with payment\*\*
3. If you desire to use the deferred payment plan, please call the office.

*\*\*All submitted student contracts are subject to final approval by the academic office.*

If you have any questions please contact us. We look forward to helping you reach your ministry goals.

**Christian Ministries Institute**  
28100 Ryan Road  
Warren, Michigan 48092  
586.751.4659

## CLASS REGISTRATION

Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

Address: \_\_\_\_\_

Term: \_\_\_\_\_

Phone: \_\_\_\_\_

Classes Enrolled:

Fees:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Registration Fee: (Required for each class enrolled)

\$25.00

Other Fees: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Charges for books, personal expenses and transportation are not included in the fees listed above.

Total:

\_\_\_\_\_

Amount Paid:

\_\_\_\_\_

Balance Due:

\_\_\_\_\_

### REFUND POLICY

All tuition and fees paid by the applicant shall be refunded if the applicant is rejected by the school before enrollment. An application fee of not more than \$30.00 may be retained by the school if the application is denied. All tuition and fees paid by the applicant shall be refunded if requested within three business days after signing a contract with the school. All refunds shall be returned within 30 days. After the three business days have elapsed, the following policy will apply:

If a class is dropped prior to the first meeting, the tuition refund is 100%; if dropped after the first class the refund is 75%; if dropped after the second class, the refund is 50%; if dropped after the third class, the refund is 25%; if dropped after the fourth class, there is no refund.

I, the undersigned, have read and understand all policies in the Christian Ministries Catalog and agree to abide by them.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_