

# Application Packet

## Huntsville

### Theological Institute

School of Biblical Studies  
&  
Practical Ministry Studies

**Office of the Registrar**  
[registrar@huntsvilletheo.org](mailto:registrar@huntsvilletheo.org)  
**256-658-4147**

**600 Boulevard South SW, Ste. 400**  
**Huntsville, Alabama 35802**

**Rev202509**

## School of Biblical Studies (SBS)

Huntsville Theological Seminary is pleased to share the creation of the School of Applied Theology (SBS), which launched in the Fall 2021-2022 Semester. SBS is an outgrowth of H.T.I.'s continuing pursuit of its overall mission: to train biblically faithful leaders for the church's future. We believe that SBS will enhance the overall mission by providing more students access to high-quality education in a reasonable time and cost.

SBS is a multifaceted, flexible program designed for students who do not wish to pursue a full seminary degree. Its flexibility is shown in that students may enroll in any one of the classes offered at any time and not be bound to a particular time frame for completing any formal program.

### **Certificate Track**

Students may pursue a one- or two-year Certificate in biblical studies. Classes offered include Introduction to the Bible, Old and New Testament Surveys, Bible Study Methods, Christian Worldview, and others.

Each session of these classes begins in the Fall Semester and continues through the Spring Semester of the following year. Students who complete all first-year classes will be awarded a Certificate in Biblical Studies.

### **Diploma Track**

The Diploma Track of SBS offers a somewhat more challenging program of study while still being appropriate for those needing a firmer Biblical and Christian studies foundation. Students who complete the two-year program receive a Diploma in Biblical Studies.

The second year of study is more challenging and adds greater breadth and depth—each course, whether year one or year two, costs the student \$150.

## ADMISSIONS FILE CHECK LIST

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- Application for Admission Form (2 pages)**
- Emergency Contact Information Sheet**
- FERPA Form**
- Populi & Payment Agreement Form**
- Writing Your Personal Testimony Form**
- Your Written Personal Testimony**
- Pastoral Reference Form**

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Student Signature

Date of Application

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Registrar's Signature

Date of Acceptance

## Application for Admission

Please complete the entire form, sign it, and return it with the \$50 non-refundable application fee to the address at the end of this form. No admission to class will be granted until all application processes are complete. HTI is an equal opportunity employer and is committed to providing academic opportunities to all qualified applicants without regard to race, color, age, or sex. We accept applications from all Christian denominations.

School of Biblical Studies (Certificate/Diploma of Bible Studies 2 years) or Practical Ministry Program (a one-year program.) Note: The SBS program is designed to be completed in two years, comprising 16 courses. However, some may not be able or not want to study for two complete years. In such cases, a Certificate is given after the first year. No further registration is necessary for all who have completed the two years without interruption. The PMT program is a one-year program with eight (8) courses.

For Office Use Only: Application Received \_\_\_\_\_ Acceptance Date \_\_\_\_\_

### Applicant Information:

Title \_\_\_\_\_ Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Middle Name \_\_\_\_\_ Maiden Name \_\_\_\_\_

Permanent Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_ - \_\_\_\_\_

Primary Phone \_\_\_\_\_ Is this a cell phone? Yes / No

Alternate Phone \_\_\_\_\_ Is this a cell phone? Yes / No

Do you use texting? Yes / No Phone # \_\_\_\_\_

Primary E-mail Address \_\_\_\_\_

Alternate E-mail Address \_\_\_\_\_

Marital Status \_\_\_\_\_ Spouse's name \_\_\_\_\_

Applicant Gender: Male \_\_\_\_\_ Female \_\_\_\_\_ U.S. Citizen Yes \_\_\_\_\_ No \_\_\_\_\_

Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Race (Optional): \_\_\_\_\_

Present Occupation \_\_\_\_\_ Work Phone \_\_\_\_\_

Employment \_\_\_\_\_

How did you hear about Huntsville Theological Institute?

Denomination \_\_\_\_\_

Senior Pastor's Name \_\_\_\_\_ Church's Phone \_\_\_\_\_

Complete Church Address \_\_\_\_\_

Do you have a personal saving relationship with Jesus Christ? \_\_\_\_\_

If so, when did you make that decision? \_\_\_\_\_

Are you in a church vocation? \_\_\_\_\_ In what position? \_\_\_\_\_

Are you a minister? Yes / No    Licensed? Yes / No    Ordained? Yes / No

**Other References:**

Name, Address, and Phone Number of Next of Kin not living with you: \_\_\_\_\_

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Name, Address, and Phone Numbers of Two Christians (not relatives) For References:

1. \_\_\_\_\_
2. \_\_\_\_\_

**Schools Attended:**

	<b>Name and Address</b>	<b>State</b>	<b>Dates Attended</b>	<b>Degree</b>
High School				
College				
Other				

Are you applying to attend HTI at the recommendation of an existing or former student? If so, which one?

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*If accepted, I agree to give cheerful obedience and cooperation to the regulations of H.T.I.*

Date \_\_\_\_\_

**Signature** (the form is not valid without the student's signature)

Please complete the entire form, sign and **return it with \$50 non-refundable application fee** payable to Huntsville Theological Institute and returned to the address below:

**Huntsville Theological Institute  
600 Blvd. South, Ste. 104  
Huntsville, Alabama 35802**

Or scan and email to: **registrar@huntsvilletheo.org**

## EMERGENCY CONTACT INFORMATION

**Name of person** \_\_\_\_\_

**Relationship to you** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone Number (at least two numbers)**

(Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

**Primary Physician** \_\_\_\_\_

**Primary Physician Telephone Number** \_\_\_\_\_

**Primary Physician Address** \_\_\_\_\_

**Preferred Hospital** \_\_\_\_\_

(Note if ambulance services are required for you, they will most likely take you to the nearest hospital)

**Any Known Allergies**

\_\_\_\_\_

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**Student Signature**

Date \_\_\_\_\_

**Please complete this form, sign and return it with your formal application form to the address below. You cannot attend class until this form is complete.**

## Authorization for Release of Student Education Information (FERPA)

I hereby authorize  
Please specify offices(s),

department(s), and / or school

To disclose, make accessible, and furnish the selected information:

- Official Transcript
- Financial Aid Record(s)
- Disciplinary Record(s)
- Student Account Information
- Other (please describe) \_\_\_\_\_
- All of my records

To:	
Relation to student:	
Telephone number:	
E-mail address:	
For:	
This release, unless revoked by me in writing, shall be effective until:	So long as I am a student at Legacy Bible College.

Name \_\_\_\_\_

Populi Student # \_\_\_\_\_

Signature \_\_\_\_\_

E-Mail \_\_\_\_\_

Date \_\_\_\_\_

Tel No. \_\_\_\_\_

Please complete this form, sign and return it with your formal application to the address below. You cannot attend class until this form is complete.

## POPULI & PAYMENT AGREEMENT

When students enroll at Huntsville Theological Institute, they are entered as active users in the college management system known as **POPULI®**. This enables a student to actively track his/her financial obligations to the college, track his/her academic progress, and ultimately to be able to enroll online for subsequent classes. Students will receive a copy of ***Populi for H.T.I. Students*** have the help of their advisor or the H.T.I. Registrar's office in navigating this system.

**Upon acceptance at Huntsville Theological Institute**, I accept full responsibility for paying all fees and tuition for the classes I enroll in. I understand I can track this through POPULI® independently and may receive appropriate reminders of payments due from the Chief of Financial Operations at H.T.I.

**I further understand** that if I fail to keep my account current, blocks to my transcript, course grades, and further enrollment can be applied to my account along with a 10% finance charge.

**I understand** that current tuition rates at H.T.I. are \$150.00 per course for each course.

My signature below signifies my understanding regarding my financial obligations to H.T.I. when I enroll.

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Student Signature

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Date

**Please complete this form, sign and return it with your formal application to the address below. You cannot attend class until this form is complete.**

## Writing Your Personal Testimony/Story

Many debate the importance of the Holy Scriptures. Liberal theologians have often declared that there is no need for special revelation. The Holy Scriptures are severely minimized and often relegated to nothing more than a human record of the divine acts of a mighty God. H.T.I. rejects this liberal teaching.

You can share your story of a changed life. In so doing, you encourage those who are saved and hold in your being an instrument that God can use to reach the unsaved. As Mary Fairchild has written, "You go beyond the field of knowledge into the realm of **relationship with God.**" "...Always being ready to defend everyone who asks you to give an account for the hope that is in you, yet with gentleness and reverence" (1 Peter 3:15 NASB).

The Application Process to Huntsville Theological Institute requires that the prospective student write his/her testimony of his/her relationship to God through the Lord Jesus Christ. This document should be a minimum of five (5) pages and a maximum of eight (8) pages. **Further guidelines are attached and need to be followed carefully before you complete your written testimony.**

This aspect of Application to Huntsville Theological Institute has several purposes. First, it helps the teaching staff at H.T.I. to teach better and understand their students. Second, at H.T.I., we want every student, if not able to tell their story when they begin, to be able to do so when they have completed their work at H.T.I. Third, we desire every student to be able to write scholastically and efficiently. This requirement will assist the staff at H.T.I. to assess your writing skills in a general way. Fourth, we at H.T.I. believe this will enable you to express your personal story of faith in Jesus Christ unashamedly. Fifth, it helps equip the student to be involved in personal evangelism.

I understand that this document must be completed and submitted as a part of the Application process to H.T.I., and I cannot enroll in any classes until it has been submitted. \_\_\_\_\_ (initial here)

I further understand that no grade will be entered into my academic transcript at H.T.I. in relation to this submission. \_\_\_\_\_ (initial here)

I further understand that this submission may be read by any or all of the teaching or administrative staff at H.T.I. \_\_\_\_\_ (initial here)

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Signature

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Date

**Please complete this form, sign and return it with your formal application to the address below. You cannot attend class until this form is complete.**

## Pastoral Recommendation Form

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**Dear Pastor: The following person has listed you as being their pastor:**

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Hand Printed or Typed Name of a prospective student

**This person wants to enroll at Huntsville Theological Institute. Thank you for assisting H.T.I. in this process.**

**Name of Pastor** \_\_\_\_\_

**Name of Church you pastor** \_\_\_\_\_

**Address of the Church** \_\_\_\_\_ **City** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Telephone Number of the Church** \_\_\_\_\_ **Email Address** \_\_\_\_\_

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**1. How long have you known this person?** \_\_\_\_\_

**2. What has been their involvement in your church?** \_\_\_\_\_

**3. In one month, how often does this person attend?** \_\_\_\_\_

**4. How do you see the family life of this student? Close**    **Not so close**    **Believers**   

**Committed servants of God**   

**Other** \_\_\_\_\_

**5. Do you believe this person would be a good student at H.T.I.?** \_\_\_\_\_

**6. Do you know this person to be a born-again child of God?** \_\_\_\_\_

**7. Please share below your reason to be willing to recommend this person to LBC.**

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**Pastor's Signature**

**Date**

**Thank you, Pastor, for your help.**

# Guidelines for Writing Your Personal Testimony Submission

## A suggested outline

### 1. My Life Before Christ:

- Before I received Christ, I lived and thought this way; my security was, my identity was in, my internal happiness depended on....
- What motivated the lifestyle you wanted, and what actions verified that for you?
- What priorities did you have before you received Christ?
- What about my life will relate most to non-believers with whom I am acquainted?

### 2. How did I receive Christ?

- How God brought me from darkness to light. Use Scripture to testify about the saving message of the Gospel. When was the first time you heard the gospel?
- Be positive, not negative, from start to finish.
- Tell the events and circumstances that caused you to consider Jesus Christ as a solution to your life issues.
- Where were you, and what happened when you made this decision?
- What people, circumstances, or things influenced your choice?
- Include Scripture that was used or shared with you and relate how you understood those and what they mean in your life.
- What were some issues you thought about or struggled with shortly before you accepted Jesus Christ as your Savior?
- Avoid church words or theological jargon. The more common words you use, the clearer your testimony will be.
- Be Honest! Examples of how God worked in your life are good. You don't need to (but if you wish) share the details of specific sins. Sharing the tangible ways God has changed you gives even more credibility to your testimony.

### 3. After I received Christ, these changes took place.

- For those who grew up in a good church, this may be more difficult, but pray and review your life. Remember, other than the Lord, only you know it best.
- Choose something characteristic of your experience that would have a general interest to the non-Christian.

- Try, if possible, to build your testimony around a particular theme: relationships with people, life goals, attitude, or perspective on life.
- While the believer's life is never perfect, how does your relationship with Christ help you deal with that fact?
- Emphasize the thing(s) that made the difference in submitting your life to Christ and making Him the Master of your life.
- Remember, a testimony should include enough details of "how" to receive Christ so that others know how to trust the Lord for themselves.
- Close with a favorite or relevant verse in a good closing statement.

### **Good Writing Skills**

1. Use your very best writing skills and knowledge. As a student at Legacy Bible College, you will be expected to use *Turabian's A Manual For Writers of Research (effortless style) 9<sup>th</sup> edition*. Perhaps now would be an excellent time to become familiar with that writing format. This manual can be purchased online or in local bookstores such as **Books-A-Million**.
2. Use a significant spell-checker and grammar helper. A recommendation would be to use **Grammarly**. There is a free version of this, but if you enroll at LBC, it might be good for you to get the subscription. Simply Google "Grammarly," and you will find that resource.

### **Finalizing the Writing of Your Testimony/Story**

1. First, remember it is "YOUR" story, not that of someone else! Your testimony does not have to be anything but your story.
2. Realize that your testimony has power when the Spirit of God takes it to convict others.
3. There are testimonies in the Scriptures for you to study. Take a look at them. Perhaps that of the Apostle Paul would provide some good hints on how to formulate your testimony. Study it in Acts 26.
4. There is no substitute for prayer as you think about telling your story in written form. Seek the wisdom of the Lord for the correct words to tell your story. A more modern form of writing is to write how you speak; however, be careful. Warning: do not use slang or inappropriate words.

**School of Biblical Studies Courses**  
**Year One – Certificate 16 hours of credit**

**Year Two – Diploma 32 hours of credit (Year one plus year two).**

YEAR	SEMESTER	BLOCK	COURSE	
1	Fall	A	Exploring the Bible	BIB101
1	Fall	A	Bible Study Methods	BIB102
1	Fall	B	The Synoptic Gospels	BIB103
1	Fall	B	Christian Doctrines	BIB104
1	Spring	A	History of Israel, Part I	BIB105
1	Spring	A	The Writings of John	BIB106
1	Spring	B	Acts of the Apostles	BIB107
1	Spring	B	History of Israel, Part II	BIB108
2	Fall	A	Romans	BIB201
2	Fall	A	Christ the Triumphant King	BIB202
2	Fall	B	The Law and Tabernacle	BIB203
2	Fall	B	Hebrews	BIB204
2	Spring	A	Personal Evangelism and Discipleship	BIB205
2	Spring	A	Old Testament Wisdom & Writings	BIB206
2	Spring	B	Effective Bible Teaching	BIB207
2	Spring	B	1 Corinthians	BIB208

# **Huntsville Theological Institute Diploma Program**

## **(School of Biblical Studies Course Descriptions)**

### **Course Descriptions**

#### **First Year**

**BIB101 – Exploring God’s Word** (2 Credit Hours) This course discusses the origin of the Bible, its inspiration, inerrancy, infallibility, and sufficiency, and the critical themes in its progressive unfolding of God’s Master Plan of Redemption.

**BIB102—Bible Study Methods** (2 Credit Hours) This course teaches a variety of methods for personal Bible study and application.

**BIB103 – The Synoptic Gospels** (2 Credit Hours) This course surveys Jesus’ earthly life, ministry, and teachings as presented in the Gospels of Matthew, Mark, and Luke, with an emphasis on how Jesus’ earthly ministry relates to God’s Master Plan of Redemption.

**BIB104 – Christian Doctrines** (2 Credit Hours) This course uses the Nicene and Chalcedonian Creeds to show the historical development and contemporary significance of the doctrines of the Trinity, Christ, sin, salvation, and the Holy Spirit.

**BIB105—History of Israel, Part I** (2 Credit Hours) This course studies the history of Israel from its founding to and including the time of the judges. Emphasis will be given to major themes and events that shaped Israel's identity as God's people.

**BIB106 – The Writings of John** (2 Credit Hours) This course surveys the historical context, messages and distinctive theology of the books written by the Apostle John – The Gospel of John and his three Epistles. (Revelation is not included in this course.)

**BIB107—Acts of the Apostles** (2 Credit Hours) This course is an exegesis of the Book of Acts, with emphasis on the ministry of the Holy Spirit and the history of the early church.

**BIB108 – History of Israel, Part II** (2 Credit Hours) This course continues the Israel narrative, from the ministry of Samuel to the time of Christ.

**Huntsville Theological Institute Diploma Program**  
**(School of Biblical Studies Course Descriptions)**

**Course Descriptions**

**Second Year**

**BIB201—Romans (2 Credit Hours)**—This course is an exegesis of Paul’s letter to the Romans, with emphasis on its significance for Protestant theology.

**BIB202 – Christ, the Triumphant King (2 Credit Hours)** This course the Person of Jesus Christ in Scripture, from His role in Creation to His ultimate role as King of kings and Lord of lords. The course also covers topics from the Book of Revelation.

**BIB2103—The Law and the Tabernacle (2 Credit Hours)** This course is a study of the theology of the Torah, with an emphasis on how the Law and the Tabernacle molded Israel and pointed to Christ's ministry.

**BIB204 – Hebrews (2 Credit Hours)** This course is an exegesis of the Epistle to the Hebrews, emphasizing Jesus’ fulfillment of, and superiority to, the Law.

**BIB205—Personal Evangelism and Discipleship (2 Credit Hours)** This course will present the basics of personal evangelism, discipleship, and the fulfillment of the Great Commission.

**BIB206 – Old Testament Wisdom & Writings (2 Credit Hours)** This course explores the Old Testament books of Psalms, Proverbs, Ecclesiastes, Song of Solomon, Ezra, Esther, and Nehemiah as wisdom literature and their application to today.

**BIB207 – Effective Bible Teaching (2 Credit Hours)** This course prepares you to teach God’s Word in informal and classroom settings effectively. Principles of exegesis, hermeneutics, lesson development and presentation will be discussed.

**BIB208 – I Corinthians (2 credit Hours)** This course examines Paul’s first letter to the Corinthian church with an emphasis on its relevance to today’s church. It will address issues of church division, sexual immorality, civil litigation, offensive behavior, and spiritual gifts. Emphasis will be given to the practical ministry of God’s Word in today’s culture.

**Huntsville Theological Institute Certificate Program**  
**Practical Ministry Training Program**  
**One-Year Program**  
**12 credit hours**

**(Fees are Standard at HTI \$150 per course Tuition, \$50 Application Fee, \$50 Technical Fee)**

**Huntsville Theological Institute's Mission statement:** “Our Mission is to promote biblical literacy and theological reflection with the evangelical community.”

**Pedagogical Statement of Intention:** Every educational discipline, including vocational ministry, has an inherent degree of formality and even professionalism as part of its core. The pedagogic style of the PMT program will be to train with a strong emphasis on *practical servant leadership* in the local church. Therefore, all the listed courses include a how-to solid emphasis. This training is not limited to pastors but is helpful for all church leaders in understanding the scope of local church ministry. The program is designed to include current trends and techniques that are helpful in local church ministry.

**PMT Program Values & Motives:**

- *Biblical and Theological Literacy*—A strong foundation in Scripture and theology leads to a greater appreciation of Christ, a Christian worldview, and ecclesiology.
- *Cultural Engagement* – the increasing post-Christian religiously pluralistic Western society must confront Christ and the Christian worldview.
- *Generational Evangelism and Spiritual Growth*—*The younger generations need exposure to the truth and beauty of Christ and a Christian worldview. Along with good parental training, the local church is and will be a venue for such training.*
- *Practical Scholarship* -Academia that engages the mind and heart of all church leaders. All courses require out-of-class study, critical thinking, and high academics.

**Class Schedule:** All classes in the PMT program are currently offered on Thursday evenings from 6:00 p.m. to 9:00 p.m. This allows students to be involved in the SBS and PMT programs if they desire. Each class is eight weeks long.

**Recognition of Completion for PMT Program:** Every student with a grade point average of 3.0 on a 4.0 grade scale will receive a formal diploma of completion. Graduating students will be included in the annual HTI ceremonies. Students who enroll

for only one course will receive a certificate of completion for each course they complete but are not included in the annual HTI ceremonies.

**Minimum Class Size:** PMT classes are only offered when there is a minimum of eight (8) students enrolled in each cohort of the program.

### **Course Descriptions:**

**PMT-401 Homiletics I (1.5 credit hours)** This introductory course will provide an understanding of Homiletics related to theological disciplines and public speaking. Students will learn to articulate a theology of preaching, project, and use one's voice in authoritative preaching. Students will learn the basics of sermon structure and preparation and how to develop a preaching outline. The submission of written sermon outlines and sermons will be required.

**PMT402-Church Administration (1.5 credit hours)** This course is designed to help students become more effective church leaders in theory and, more importantly, in practice. Topics will include goal setting, organization, delegation, human relations, group dynamics, working with church boards, budgeting, confidentiality, a properly functioning pastoral office, and similar topics.

**PMT403-Pastoral Counseling (1.5 credit hours)** This course is NOT designed to lead to licensure credentials in counseling. It will provide a basic understanding of the biblical principle of the nature of people and their spiritual and emotional well-being. A primary goal is to enable pastors to lead their parishioners better through grief and challenging times. Pitfalls related to Pastoral counseling and how to avoid them will be discussed.

**PMT404-Effective Ministry Teams (1.5 hours)** This course will help church leaders recognize that effective team-based leadership is a way to develop local church leadership. Students will learn basic principles for creating high-performance teams, managing team conflict, and integrating biblical principles with teaching leadership principles. Some effective ministry teams may include visitation, grief, facility usage, women's ministry, youth ministry, etc.

**PMT405-Homiletics II (1.5 credit hours)** This course expands on Homiletics I through studies on stylistic differences in biblical exposition, emphasizing advanced expositional techniques. The focus is on creativity, sermon structure, preaching style, and sermon development. The course will also focus on practical communication skills, contextual

awareness, sound hermeneutical principles, forming sermon objectives and the preacher himself.

**PMT406-Organization and Christian Education Leadership (1.5 credit hours)** This course will help pastors and church leaders identify, understand, and implement the essential elements of an educational ministry that will enable a local church to lead its members to Christian maturity. Skills learned will include determining and implementing policies, good use of facilities and personnel, and an educational budget. Students will be expected to complete several practical projects.

**PMT407-Developing a Music Ministry for a Small Church (1.5 hours)** This course will address the development of an effective music ministry team for a smaller church. Students will learn the Pastor's unique role in helping to establish reasonable guidelines for making the music ministry supportive of the preaching and worship experience. No performance techniques will be addressed.

**PMT408-Preaching/Leadership Lab (1.5 hours)** This course provides for actual preaching and conducting other essential church worship functions, e.g., communion services, a formal business meeting of a church, a funeral service, etc. Actual practice is key.

## FINANCIAL INFORMATION

## ADMISSIONS AND CLASS REGISTRATION

This section presents information about admissions procedures and policies.

### Student Registration

Students taking courses are generally able to register for classes online through their Populi® profile. However, should a student have questions in the registration process, the student's advisor or the Registrar's office will assist.

### Late Registration Fee

Late registration begins after cut-off registration dates. Twenty-five dollars (\$25) is charged for late registrations. No new enrollments are accepted after the first scheduled classroom period.

Adherence to late registration fees is essential for planning purposes. However, extenuating circumstances (as outlined on the form below) beyond the student's control permit a student to appeal a waiver of their late registration fee. A form to request a "Waiver of a Late Registration Fee" is available from the HTI Registrar.

If the documentation of the request to waive is adequate and establishes a condition that prevented the student from registering by the College's posted deadline dates, the Financial Office will adjust the student's account. The Registrar will notify students through email if their request is accepted. If not, the student must pay the late Fee. The Registrar will make the final decision. **All decisions are final and without further appeal.**

### REQUEST TO WAIVE LATE REGISTRATION FEE

Due to the following extenuating circumstances, I request exemption from Huntsville Theological Institute's ***Late Registration Fee*** for the term:

Fall, Block A \_\_\_\_\_

Spring Block A \_\_\_\_\_

Fall Block B \_\_\_\_\_

Spring Block B \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

HTI Registrar Signature \_\_\_\_\_

Date \_\_\_\_\_

(The Signature and date of both parties indicates approval)

Acceptable Reasons for Exemption - Check the appropriate box

<input type="checkbox"/>	Death of immediate family member	<input type="checkbox"/>	Unexpected Serious Illness
<input type="checkbox"/>	Hospital Stay	<input type="checkbox"/>	Child-Birth
<input type="checkbox"/>	Unexpected Work Assignment		

Brief explanation: \_\_\_\_\_

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Note: If you have a possible reason not listed above, enter it on the "Brief Explanation" lines.

This section contains basic information regarding tuition, fees, and financial assistance. Huntsville Theological Institute reserves the right to increase fees and other charges without prior notice.

### Federal Financial Aid

Huntsville Theological Institute is not certified to administer Federal financial aid or grants to its students.

### Tuition and Fees

General Fees:

pplication Fee (one-time, non-refundable)	\$50.00
Technology Fee (per semester)	\$50.00
Diploma Tuition (per course)	\$150.00

Other Fees

Graduation Fee	\$150.00
Transcript Fee (after the first copy)	\$25.00
Overdue Fee (for late payments)	10% of Balance ue
Library Use Fee (non-students, per year)	\$75.00

*Application Fee:* This is a non-refundable fee that a student pays upon applying for admission.

*Graduation Fee:* All graduating students pay this fee, which helps pay the cost of graduation exercises (speakers, special music, printing of programs, invitations, diplomas, and regalia).

*Transcript Fee:* This fee covers the cost of issuing the first copy of an official transcript. Requested documents after that are available for an additional twenty-five dollars (\$25.00). There is no charge for unofficial transcripts issued to the student.

*Library Use Fee:* This is an annual fee charged to library patrons who are neither faculty, staff, nor students of Huntsville Theological Institute. The Fee allows full patron use of the library for the current academic year (July 1st through June 30th). It is a flat, non-prorated fee.

### Payment at Registration

Payment of 50% of tuition, and 100% of fees, is due at the time of registration. The only exceptions are mitigating circumstances approved by the Business office/Chief Financial Officer. The balance of all tuition must be paid in full on or before the fifth class session of the term. Students who have not paid their tuition and other fees may not receive grades, awards, or transcripts or be able to register for classes until these fees are paid in full.

### Refund Policy

A student may find it necessary to withdraw from the Institute or a particular course before the end of the semester in certain conditions. Refunds apply only to enrolled students, and the student must follow withdrawal procedures adopted by the Institute. When this occurs, HTI will refund tuition according to the schedule below. The official date of withdrawal will be the date the Registrar receives written notification from the student.

### Refund Schedule

1. Before the student attends any class.....100% of tuition and fees
2. After the first night of class.....75% of tuition, \$0 fees
3. After the second night of class.....No refund

### Complaints

Students who wish to file a complaint with the Department of Education may do so by:

1. Writing to the following address: Department of Education; 400 Maryland Avenue, S.W.; Washington, D.C. 20202; 1-800-872-5327; or,
2. Calling the Office for Civil Rights at 1-800-421-3481 to report any educational discrimination of race or disability or to request information on civil rights compliance programs, procedures for filing discrimination complaints, or access to civil rights regulatory and policy documents. Email: [ocr@ed.gov](mailto:ocr@ed.gov).

## ADMISSIONS AND CLASS REGISTRATION

This section presents information about admissions procedures and policies.

No past academic transcripts are required.

### Student Registration

Students taking courses are generally able to register for classes online through their Populi® profile. However, should a student have questions in the registration process, the student's advisor or the Registrar's office will assist.

### Late Registration Fee

Late registration begins after cut-off registration dates. Twenty-five dollars (\$25) is charged for late registrations. No new enrollments are accepted after the first scheduled classroom period.

Adherence to late registration fees is essential for planning purposes. However, extenuating circumstances (as outlined on the form below) beyond the student's control permit a student to appeal a waiver of their late registration fee. A form to request a "Waiver of a Late Registration Fee" is available from the HTI Registrar.

If the documentation of the request to waive is adequate and establishes a condition that prevented the student from registering by the College's posted deadline dates, the Financial Office will adjust the student's account. The Registrar will notify students through email if their request is accepted. If not, the student must pay the late Fee. The Registrar will make the final decision. **All decisions are final and without further appeal.**

### REQUEST TO WAIVE LATE REGISTRATION FEE

Due to the following extenuating circumstances, I request exemption from Huntsville Theological Institute's ***Late Registration Fee*** for the term:

Fall, Block A \_\_\_\_\_

Spring Block A \_\_\_\_\_

Fall Block B \_\_\_\_\_

Spring Block B \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

HTI Registrar Signature

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Date \_\_\_\_\_

(The Signature and date of both parties indicates approval)

Acceptable Reasons for Exemption - Check the appropriate box

<input type="checkbox"/>	Death of immediate family member	<input type="checkbox"/>	Unexpected Serious Illness
<input type="checkbox"/>	Hospital Stay	<input type="checkbox"/>	Child-Birth
<input type="checkbox"/>	Unexpected Work Assignment		

Brief explanation:

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