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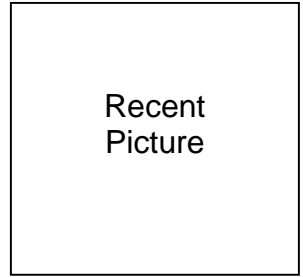
# ENROLLMENT FORM

**PLEASE FILL OUT  
 THE FORM COMPLETELY  
 WITH PRINT LETTERS  
 (SEE INSTRUCTIONS ON THE BACK)**

**Only for FLET Personnel**  
**Church Code** **Individual Code**

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Recent  
Picture



## I. Personal Information

<b>Personal Identification</b>										Student already enrolled please indicate your code	
First Name 1	Second First Name 2			Last Name 1			Second Last Name 2				
Address							City				
Postal Code	State			Country			Phone Number				
Place and date of birth	Month	Day	Year	Fax Number		E-mail address					
Occupation						Marital status		Male:	Female:		

## II. Church Information (See back for details)

Church Name		Activity in the Church	
Denomination	Pastor's Name		Phone
Address			

## III. Representative Information (See back for details)

Representative Name		Phone	
Coordinator Name	Phone	Facilitator	Phone

## IV. Information about your education

<b>Level of Education</b>		<b>Method of Study</b> <i>Mark only one option</i>	
Elementary		Study group	
High School		Individual	
Technical			
University		<b>Expected Start date</b>	
Theological		Month	Day
Other: attached proper certificates		Year	

## V. Study Program selected

Write the study program selected:

Write the code and name of the course (courses) selected to start with

## VI. Student Fee and Course Payment

<i>The Student Fee is not refundable</i>	Cost	Total
Student Fee as Individual Student	US\$20.00	
Student Fee as part of a group <small>(The church or Institute must be affiliated to FLET)</small>	US\$10.00	
<b>TOTAL</b>		<b>\$</b>

Write the number of courses registering

Tuition per course	Number of courses	<b>TOTAL</b>
<b>See academic catalog</b>		<b>US\$</b>

## VII. Method of Payment

(Add the totals from Section VI) Amount in US\$

<b>Check (US\$) #</b>	
<b>Money Order #</b>	
<b>Cash (given to the facilitator)</b>	
<b>Bank deposit #</b>	
Exchange Rate: _____ Date: _____	
<b>Credit Card: international</b>	
American Express	
MasterCard	
Visa	

## VIII. Additional Information

Please answer the following:

1. Which radio do you usually listen to?

2. Which Christian magazine do you read?

**Credit Card Information**

Expiration																			
Mont	Day	Year	Name of card holder																

**Student Signature**

**Date**

# INSTRUCTIONS TO FILL OUT THE ENROLLMENT FORM

This enrollment form must be used for undergraduate programs (Bachelor's degree, Associates degree and Certificate programs) and graduate programs (Masters').

- Please** read carefully the enrollment form and fill out all the information requested.
- Fill out** the enrollment form **completely**. If you don't have the information, please write N/A.
- Attach** all the documents requested (e.g.: Proof of payment, transcripts, ID photo copy, letter of recommendation and two (2) pictures (one for the file and one for the student ID. See admissions requirements in Academic Catalog.)
- Be sure** that all the requirements are attached to the enrollment form and send it to Universidad FLET.

## Description of each enrollment division

**I. Personal Information:** Write the number of your personal ID. Remember that you will use this number in every correspondence with the University, (exams, essays, etc.). Fill out the fields with print letters. Please use pen, not pencil.

**II. Church information:** Write down the information about the church you're enrolled with. If you're an individual student you can give information about your church.

**III. FLET representative information:** Write the name of the representative in your country (if applicable). Write the name and phone number of the area coordinator (if applicable).

**IV. Information about your education:** Write and "X" in the field that describes your highest level of education until now. Attached the certificates and transcripts. Specify if you're going to study as a part of a group or as an individual. Remember that Universidad FLET cannot issue the official diploma without the document that certifies High School completion (or similar).

**V. Program:** Write the complete name of the selected program in the section V. Write the date you (or your group) want to start. **Write the code and course name you want to start with. Note:** FLET offers a 15% discount if the complete program is paid in advance. The Student Fee is not part of the tuition. The textbooks are not included in the credit hour cost. The prices are in US dollars and are subject to changes.

## Payments

To be an official FLET student, the student must send the enrollment form together with the Student Fee. The payment of your first course can be sent with your admission fee or later once your admission has been completed.

**VI. Student Fee and course payment:** In the first chart write down the Student Fee that applies and write the total. In the second chart write down the number of courses taking times the cost of each course (see Costs in the Academic Catalog), write the total. Sum up the totals of both charts (student fee and total tuition), and write down the grand total in the section VII. FLET will not process any application form without the admission fee paid.

## Refund Policy

FLET University offers a very generous refund policy. A student may request cancellation in any manner at any time. However, the student will need to send a written request for the cancellation with the date, complete name of the student, and the title of the course. FLET University will completely refund all payments when the cancellation and refund request is received within five (5) days of the day in which this enrollment agreement is signed (starting at midnight of the same day).

### FLET University is entitled to retain:

- The enrollment fee (\$20 USD or \$10 USD depending on the case) if the student requests the cancellation after five days of enrollment, and before the university receives the first completed assignment.
- Up to 10% of the cost of the course, and the enrollment fee, if the student requests cancellation during the period which extends from the day after enrollment in the course to the day the university has received the student's first assignment, or the student has completed 10% of the course.
- Up to 25% of the cost of the course, if the student requests cancellation after completing 10% to 25% of the course.
- Up to 50% of the cost of the course, if the student requests cancellation after completing more than 25% of the course up to and including completion of 50% of the course.
- Up to 100% of the money paid, both the cost of enrollment and tuition, if the student requests cancellation after completing more than 50% of the course.

Although refunds cannot be made after the allowable completion time for the course, additional time to finish the course may be arranged. FLET University reserves the right to discontinue the training of any student who does not submit lessons on a regular basis, who breaks the terms of tuition payments under this contract, who fails to comply with the regulations of the University as stated in this agreement, or who fails to achieve a performance rate of 70%.

**VII. Payments:** If you live in any of the countries listed below, you can make payments in your own currency (at the exchange rate of the date of the deposit) in the accounts mentioned. **Note: A copy of your deposit must be attached to the enrollment form.**

1. Attach a copy of the deposit.
2. Write the exchange rate of the date of the deposit.

Country:	Institution:	Account in the name of:	Account number:
Colombia	Corporación DAVIVIENDA	Facultad de Estudios Teológicos	00420008366-7
Venezuela	Banco Mercantil	Facultad Lat. Est. Teológicos	1118-73692-3
México	Bancomer	Ramón Célis	123-8419-302
Chile	Banco de Crédito e Inversiones	Roberto Henríquez	401-677-39

**VIII. Additional information:** Please be sure to answer this section. This will help us to serve you better.

Once your admission has been approved, you will receive an acceptance letter, an indication of the number of credits approved, and a study plan.

***It is understood that by signing this enrollment form the student understands and agrees to all information contained herein. Please retain the pink copy of the signed agreement for your records.***