



AIHC
School of Biblical Studies
1519 South Lauderdale St., Memphis, TN 38106

Pre-Enrollment Checklist

Date: _____

Print Student Name:

Address:

City:

State:

Zip Code:

Home Telephone Number:

Mobile Number:

Email Address:

Please check the following boxes.

Institutional Catalog

I have received a College catalog or the link to the electronic version of it and have been given the time and opportunity to review the institutional policies in the catalog. I understand I may request a hard-copy of the catalog at any time.

Campus Tour

I have toured the campus.

Withdrawal and Refund Policy

I have been given a copy of and understand the institutional cancellation and refund policy.

Length of Program

I have been informed of and understand the length of the program for full-time and part-time students in the academic terms and actual calendar time.

Tuition and Fee Cost of the Program

I have been informed of and understand the total tuition and fee cost of the program, including the estimated cost of books and any required equipment purchases.

Transferability of Credits

The institution has executed a Transfer of Credit Disclosure Statement in compliance with Tenn. Code Ann. 49-7-144 and understands the specific limitations should the institution have articulation agreements. I have received and signed the Transferability of Credit Disclosure form, and I understand what transferability of credits means.

Grievances

I understand that any grievances not resolved at the institutional level may be reported to the Tennessee Tower, 312 Rosa L. Park Avenue, 9th Floor, Nashville, Tennessee 37243-1102. Any person claiming damage or loss as a result of any act or practice by this institution that is a violation of the Title 49, Chapter 7, Part 20 or Rule Chapter 1520-01-02 may file a complaint with the Tennessee Higher Education Commission, Division of Postsecondary State Authorization.

Withdrawal and Completion Rate

I understand that this is a new program and placement, completion and withdrawal information will be provided by THEC approximately one year after the institution begins offering the program.

Verification that by signing the agreement the student understands the student’s right to receive an exact signed copy of the agreement.

Verification that by signing the agreement the institution understands its obligation to immediately provide the student an exact signed copy of the agreement.

Signature of Director

Date

Signature of Student

Date