



MOODY BIBLE INSTITUTE & MOODY THEOLOGICAL SEMINARY

ADD REQUEST FORM

This form is to be used for students who have failed to complete their registration within the first week of the course start date. The following requirements must be met in order to be considered eligible to enroll in a course after the first week:

- 1) The student cannot have missed more than 3 class sessions.
- 2) The student is required to have the instructor's signature for approval.
- 3) The student must gain the approval of the Office of Academic Records.
- 4) The student must pay a late enrollment fee of \$10.00 (cash, check or credit card).
The Office of Academic Records will not bill the student's account for this fee.
- 5) The student is required to adhere to all attendance policies and is not exempt from previous course absences.

Student's Name: _____ ID: _____

Email Address: _____ Phone: _____

Course Number i.e.: BI-2280-02	Course Name	Credits

Faculty Approval Signature:

_____ Date: _____

Academic Records Approval:

_____ Date: _____

FOR CREDIT CARD PAYMENTS (MasterCard/VISA only)

Card Type _____ Card Number _____ Exp. Date _____

Please return this form to:

Office of Academic Records, Moody Bible Institute, 820, N. LaSalle Blvd., Chicago, IL 60610

Phone: 312-329-2087

Fax: 312-329-8987

Email: academicrecords@moody.edu

Office Use Only:

Course registered: _____ Date: _____

Payment: Cash _____ Check _____ Credit card _____