

CALCULATIONS FOR SHIPPING AND HANDLING

Check your choice of shipping and complete computation within the respective table.
Place TOTAL in "Shipping and Handling" box at bottom of first side.

<input type="checkbox"/> I WILL PAY SHIPPING WITH EACH ORDER	
Add 18% for UPS (U.S. only):	[]
OR Add 20% for Can/Mex insured mail only:	OR []
OR Add 75% for all other countries (insured air mail only):	OR []
Add \$2.50 Handling charge per course	+ []
TOTAL:	= []

<input type="checkbox"/> I HAVE A SHIPPING DEPOSIT ACCOUNT	
Shipping Deposit: Place in "Shipping and Handling" box on first side	[] <small>(If Needed)</small>
Deposit balance: Payments for shipping and handling will be deducted from the deposit account for each student with a deposit balance. Deposit applies to purchase and shipping of course materials; otherwise, non-refundable.	
Minimum recommended DEPOSIT for S&H:	
	U.S.: \$25.00
	All other countries: \$75.00
Method of Shipment (Note: Options below available only to those with Shipping Deposit Accounts)	
<u>U.S. Only</u>	<u>All Other Countries</u>
<input type="checkbox"/> INSURED	<input type="checkbox"/> INSURED
<input type="checkbox"/> UPS	<input type="checkbox"/> Parcel Post
<input type="checkbox"/> Priority Mail	
<input type="checkbox"/> UNINSURED	<input type="checkbox"/> UNINSURED
<input type="checkbox"/> UPS	<input type="checkbox"/> Printed Matter (Air*) <small>* Maximum weight 4 lbs.</small>
<input type="checkbox"/> Priority Mail	<input type="checkbox"/> Printed Matter (Surface †) <small>† Maximum weight 11 lbs.</small>
<input type="checkbox"/> Economy Mail	<input type="checkbox"/> M-Bag (Air ‡) <small>‡ Min. weight 11 lbs., max. weight 66 lbs.</small>
	<input type="checkbox"/> M-Bag (Surface ‡)
Shipments sent by UPS or INSURED are <i>guaranteed delivery</i> . All others are at the student's risk.	
NOTE: Overseas airmail varies substantially depending on weight and country.	

Payment: All payments must be made in advance in U.S. dollars by check on a U.S. based bank or on a U.S. dollar money order or certified check. Over/under payments will be handled by credit/debit slips.

Used Books: We seek to maintain a small supply of used books in various conditions when available. These prices will be a little lower than new books of comparable bindings. Check the box provided and send us the money at the new book price. If a used book is available, you will be issued a credit slip against future purchases.

Tape Usage and License: All tapes from Reformation International Theological Seminary are under license agreement. The tapes are copyrighted and are not to be duplicated/copied or stored electronically.

Course Materials on Computer Media Usage and License: All materials on diskette or CD-ROM from Reformation International Theological Seminary are under license agreement. These are copyrighted and are not to be duplicated/copied or stored electronically except solely for the purchasing student's immediate and personal use.

Your next order: Regular students should take courses in semester order. If courses next in order are not immediately available, the seminary will advise you regarding what courses to take.

Please read and sign the following:

I will do all my own work and will not share my work with other students. I will not make copies of any recorded, written, or electronic media (computer diskette) materials supplied by Reformation International Theological Seminary. I understand if it is ever discovered that I have violated this agreement, I may be expelled from Reformation International Theological Seminary, all courses given may be counted as failures, any degrees that have been granted by the seminary may be revoked, and there will be no refunds on any monies paid or owed to the seminary. There is no time limit to these penalties.

Student Signature

Date