



INSTEP INSTITUTION PARTNERSHIP APPLICATION

Application Date: _____

School Name: _____

Field Address: _____

City/State/Country: _____

Mailing Address: _____

City/State/Country: _____

Contact Person: _____

Business Phone: _____

E-mail Address: _____

Web Address: _____

Years of Operation: _____

Levels of Instruction: _____

Total Number of Faculty: _____

Brief Description of Facilities: (enclose picture) _____

Number of days in week that classes meet: _____ Current number of students: _____

Is housing provided for students: Yes _____ No _____

Signature of Institution official: _____ Date: _____

**AN AGREEMENT BETWEEN
LOUISIANA BAPTIST UNIVERSITY
and**

FOR INSTITUTION PARTNERSHIP IN THE INSTEP PROGRAM

1. Louisiana Baptist University (hereinafter to be referred to as LBU) agrees to provide certain courses in the area of Bible and Theology.
2. _____ (hereinafter to be referred to as the Institution) agrees to the Doctrinal Statement as set forth in the current catalog of LBU.
3. THE INSTITUTION understands and agrees to pay the \$150.00 annual INSTEP Partnership Fee at the beginning of each year.
4. ALL MATERIALS MUST BE TYPED AND SUBMITTED TO LBU IN ENGLISH.
5. It will be the responsibility of THE INSTITUTION to provide to LBU a transcript of at least 98 credit hours (in English) along with an application of each student to be enrolled in the INSTEP program. A photograph of the student MUST accompany the student's application.
6. It will be the responsibility of THE INSTITUTION to provide instruction, supervision, testing, and grading for the students in the INSTEP program. The missionary could teach the last thirty (30) semester hours using courses provided by LBU. Those using other languages would be issued LBU courses that could be translated into the appropriate languages. Grades must be sent to LBU at the end of each semester.
7. LBU operates on a calendar of three semesters of 15 weeks each (Spring, Summer, Fall). THE INSTITUTION must provide a copy of their calendar to LBU. It is the responsibility of the INSTITUTION to provide grades at the close of each semester to LBU. This will be according to THE INSTITUTION calendar.
8. There shall be one primary missionary who will be the contact person for each school.

**THIS CONTRACT ONLY BECOMES OFFICIAL WHEN SIGNED BY BOTH
MISSIONARY AND OFFICIAL FROM LOUISIANA BAPTIST UNIVERSITY.**

Missionary

LBU Official