Class Enrollment Batch Form

Class Name _____   **Date:** _____

Class #: _____

(1) Partial Year Enrollments   _____   Amount $ _____

(2) Full Year Enrollments   _____   Amount $ _____

(3) Additional Contributions Included with Enrollments   _____   Amount $ _____

(4) Total of all payments enclosed with Batch Form   **TOTAL $** _____

(5) Total Number of Scholarship Enrollments Enclosed   _____

Name of person submitting form: _____   Phone (____) _____

BATCH FORM & ENROLLMENT PROCEDURE

Payment for each course is received as course books are distributed—usually during the first three weeks covered by the book. Full or partial scholarships are available upon request.
Everyone is welcome to join the class regardless of financial status. Visitors are welcome at any time and should register by the third week of attendance.

Individuals may pay for the entire year or for the current course book. Payment may be made by check, credit card, or cash. Please do not send cash to EBS Headquarters. Purchase a money order from a bank or post office or write a personal check for the amount.

Use the pre-populated printed or digital Class Enrollment Report provided at the start of each semester. Enter the amount of payment in the appropriate column (Payment 1 or Payment 2) for each member who pays with cash or check. **Please include the check number when the check includes payment for more than one person.** Add the names of any new members who are not included on the Report. Calculate the total number of payments and the total dollar amounts and enter above.

Send the checks, completed Batch Form and updated Class Enrollment Report to Headquarters.
Please do not staple the payments to the forms. Please include a completed Batch Form and updated Class Enrollment Report each time you submit payments. A digital copy of the updated Class Enrollment Report is preferred. This helps us fully account for your class payments and scholarship totals.

Note: Payments made online at ebshome.org are not included in the Batch Form totals.