

STUDENT COURSE LIST FORM

Name of Course: _____ Course Location _____

Date of First Class _____ Date of Last Class _____

Name of Instructor _____ Name of Dean _____

Names of Student	Credit	Audit	Payment Received	Scholarship Approved	Grade Earned (Incomplete)
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

If more than 5 students in class, please just add another completed copy of this form.

Comments or Special Directions:

1. Within three weeks of the first class date send a copy of this completed list to Registrar. Forms may be emailed to gdk.pastor@gmail.com OR mailed to Rev. Genise Stern, PO Box 194, Casco, ME 04015.

2. Please send checks and money orders paid by students for this course, along with the copy of this form to: AIM Financial Secretary, Rev. Susan Crane, 160 West Rd., Chesterville, ME 04938-3633 within two weeks of first class date.
 - a. NBES scholarships must be approved prior to class for it to be paid by scholarship. The Financial Secretary maintains an account for each student. It is the responsibility of the student to know his/her scholarships and amounts owed. The student is responsible for making scholarship arrangements with Susan Crane, Financial Secretary, before the class begins.

3. At the completion of the course, add individual grades for each student onto this same form and send to the Registrar, along with your Invoice for Stipend Request.

4. On the final form designate **Incomplete** for each student who has not completed required course content and/or papers within 3 weeks of the final class and send to the Financial Secretary, Rev. Susan Crane, 160 West Rd., Chesterville, ME 04938-3633; the information is needed for requesting scholarship money (only for courses completed). Students will be billed for incomplete courses.

5. Keep a final copy for your records.