**STUDENT COURSE LIST FORM**

Name of Course: Click here to enter text.

Date of First Class Click here to enter a date. Course Location Click here to enter text.

Name of Instructor Click here to enter text. Name of Dean Click here to enter text.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Names of Student | Credit | Audit | Payment Received | Scholarship Approved | Grade Earned (Incomplete) |
| Click here to enter text. |   | ☐ | ☐ | ☐ | Click here to enter text. |
|   |   |   |   |  | Click here to enter text. |
| Click here to enter text. | ☐ | ☐ | ☐ | ☐ | Click here to enter text. |
| Click here to enter text. | ☐ | ☐ | ☐ | ☐ | Click here to enter text. |
| Click here to enter text. | ☐ | ☐ | ☐ | ☐ | Click here to enter text. |

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

Comments or Special Directions: Click here to enter text.

1. Within two weeks of the first class date send a copy of this completed list to the Registrar. Forms may be emailed to Susan Crane: cranewolcott@myfairpoint.net or mailed to Rev. Susan Crane, 160 West Road, Chesterville, ME 04938-3633.
2. 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. You may check with Susan for information.
3. At the completion of the course, add individual grades for each student onto this same form and send to Susan, 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 and send to the Financial Secretary, Rev. Susan Crane. Students will be billed for incomplete courses, as scholarships will not apply.
5. Keep a final copy for your records.