

Maranatha College of Christian Ministries

P.O. Box 1104

Dublin, VA 24084

Dear Instructor:

Thank you for the opportunity to be able to work with you all. I am still trying to figure a lot of things out so I need your help.

Enclosed please find your packet for the new semester. A few changes to help me keep things in order and to implement the new student account system.

- 1) **Check Request Voucher**-this form is used to request text book reimbursements. Please fill this form out completely and send it in when all money is collected and turned in.
- 2) **Instructor Waived Tuition Scholarship Form**-this form is to help make appropriate transfers to student accounts for those of you who wish to scholarship some of your students out of your instructor's pay.
- 3) **Request for Completion Certificates**-please fill out and mail this request form 2 weeks before your last class. Certificates will be mailed to you.
- 4) **Instructor Check Request Form**-this form is for you to request your salary. This form is to be held until all money is collected and should correspond with our records. If you gave student scholarships, the Instructor Waived Tuition Scholarship form should be attached to this form.
- 5) **Student Class Registration Roster**-please fill this form out at the beginning of your semester and turn in so we can update student account records. Each student will now have a history of what they paid and if they received any scholarships. If I receive all information requested I will be able to give your students a printout at the end of the semester to show all payments. You may pass this around and let each student fill it out and return to you.

May God's blessings be upon each and every one of you as you serve Him.

Respectfully,

Rhonda W. Smith

Accounting & Registrar