

Incomplete Class Report Form (R04)

Please complete and return this form to Veritas College as soon as it is clear that the class will not be completed and has stopped running.

Facilitator and Church Details		Class Details		Official Use ID No: MW
Name of congregation/parish:		Which module:		Language:
Location of class: Station <input type="checkbox"/> Prayer house <input type="checkbox"/> Outstation <input type="checkbox"/> (tick box) Name: Presbytery:		Start date: (dd/mm/yyyy)		Date class stopped: (dd/mm/yyyy)
Address:		No of participants started:		No of participants at the time when class stopped:
District: Region: South <input type="checkbox"/> Central <input type="checkbox"/> North <input type="checkbox"/>		Which lessons did you complete?		
Facilitator: First Name Last Name Title		What are the reasons why the class stopped?		
Tel: Mobile: E-mail:		What do you think can be done to complete the class? How can Veritas help?		
Name of assistant facilitator (if any):				
Name of mentor (if any):				
Did you hand the class over to another facilitator? If yes, please tell us of your arrangement and provide name and contact details:				

Participants who were still attending the class when it stopped running (<i>please write clearly</i>)				
	Title	First Names	Last Name	Address
1				
2				

3				
4				
5				
6				
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Any other comments: