

Directions for Submitting a Financial Assistance Request

1. Detach, fill in the necessary information, and give the Document below (Financial Assistance Request) to one of your current Theology or Ministry Professors.
2. Provide your Professor with a copy of the Guidelines for Submitting a Paper (Paper Criteria); this is important so that the Professor understands that the papers and work you submit is your work.
3. Request that the Professor sign and return the Document to me by email from his or her Institutional Email Address. The Professor must return the Document.
4. Once the Document is received, you will receive a discount of 33.33% reduction for the on-line Video Conference.
5. The cost of the 50 minute Video Conference will then be \$40.
The cost of the 50 minute Video Conference with a 5 page Paper Review will be \$55.
The cost of the 50 minute Video Conference with a 10 page Paper Review will be \$70.
6. Paper Reviews are not discounted. If additional financial assistance is required, contact Lois at lois@englishwithlois.online to discuss.

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Financial Assistance Request for “English with Lois”

To: _____
(Name: Professor of Theology or Ministry)

From: _____
(Name: Student requesting financial assistance request)

_____ is currently a student in the Theological /
(Name of Student)

Ministry Program at _____.
(Name of University or Seminary)

At this time, _____ is enrolled in _____
(Name of Student) (Course Number)

(Course Name)

(Signature of Professor)

(Date)

Please return this Signed Form by Email to Margaret Lois Jansen, M.A., J.D., at lois@englishwithlois.online. The student should have provided you with the Guidelines for Submitting a Paper for Review. Any work the student submits to you will be the work of the student. The purpose of “English with Lois” is to assist the student in mastering upper level speaking and writing skills (use of subordinate clauses, transitional paragraphs, incorporation of authorities, organization, and stronger opening and closing paragraphs). I do not address “content” or “citation” issues in a Paper Review. Thank you for your assistance in this matter. If you have questions, please contact me at 317-908-0973.
/s/ Margaret Lois Jansen
<https://www.englishwithlois.online>