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Additional Registration Notes for Mentors: 2018-2019

Introduction

Registration materials will be found on the website and included in an email sent to all currently active mentors and diocesan coordinators. Once again, the forms and documents have undergone further revision in response to our ongoing review of the registration process as a whole and to the feedback that we have received.

1. Forms and Documents – for students who are currently registered

- Re-Enrollment Registration Form – 2018-2019
- Credit Card Information Form (2 on a full sheet) – 2018-2019
- Registration and Other Administrative Information for Students – 2018-2019
- Textbook List – Year B – 2018-2019

Currently registered students should not complete a separate Student Registration Form in order to register for the coming year. The revised Re-Enrollment Registration Form and accompanying registration fee payment is all that is needed to complete the registration process for your returning students. The Re-Enrollment Registration Form for your group has already been sent by email together with an accompanying cover letter. If you have any difficulty downloading, opening or printing either of these documents please contact the office as soon as possible and a hard copy will be mailed to you. Neither document will be available on the website.

The Re-Enrollment Registration Form should be included with the forms described below that are to be completed, reviewed and returned as needed. The administrative mentor of each group (whether an established group with re-enrolling or returning students or a new group registering for the first time) is responsible for ensuring that all forms and documents required are included in the group registration package(s) that are returned to the Efm Canada office.

2. Forms and Documents –for students who are not currently registered

- Student Registration Form – 2018-2019 - for new, transferring, re-entry or repeat students
- Credit Card Information Form (2 on a full sheet) – 2018-2019
- Registration and Other Administrative Information for Students – 2018-2019
- Textbook List – Year B – 2018-2019

Students who are not currently registered must complete a Student Registration Form. This includes new students – those who have never registered for the programme before; transferring students – currently registered students who for a variety of reasons are transferring from one group to another as they continue in the coming year; re-entry students – those who are re-entering the programme following an earlier withdrawal or time away; and repeat students – those who have graduated previously and are returning to take one or more years of the programme for a second time.

3. Forms and Documents –for mentors

- Mentor Registration Form – 2018-2019
- Materials Order Form – 2018-2019
- Textbook List – Year B – 2018-2019
- Group Start-up Checklist – 2018-2019
- Additional Registration Notes for Mentors – 2018-2019 (*the document you are reading now*)
- Current Active Group Numbers – 2018-2019

The Mentor Registration Form is to be completed by *all* mentors – we ask that this be returned and signed each year as a reaffirmation of the commitments made as mentors. The Materials Order Form is to be completed and returned by the administrative mentor for each group, providing group statistics for ordering the Reading and Reflection Guide and the information necessary for processing textbook reimbursements.

Please Note:

All of the forms and documents are in PDF format and have been prepared for downloading and saving to local computers. While they may be opened and viewed online through a browser window, ***the fillable forms should not be completed while online***. As noted, the files have been included with this email as attachments and can be accessed from the EfM Canada website. ***We strongly recommend that you begin by saving the files to your local hard drive***. They can then be opened with the PDF software application of your choice: Adobe Reader, Foxit Reader and Nitro Reader have all been tested successfully with the files.

Once opened, the forms can be filled in, saved and printed on hard copy - this is preferred whenever possible as it ensures greater clarity and more accurate registration of information than is the case with forms that are completed by hand. If this is not possible, blank forms can be printed and filled in by hand. All of the information documents can be read on-screen or printed off for handy reference.

4. Additional Comments and Guidelines

- Administrative mentors are responsible for the registration of their groups and are to ensure that all forms and materials are correctly and completely filled out and returned.
- There are two dates to bear in mind:
 - July 1st, the beginning of our fiscal year and the first date that registration fees can be deposited
 - And July 15th, the deadline for registrations.
- Certainly registrations and payments can be sent before either of these dates (and in many ways that's quite helpful) but all students registering need to understand that cheques should not be dated before July 1st and that credit card payments will not be processed before then.
- While mentors are encouraged to send in their group registration in a single package, we also recognize that this is not always practical or realistic and that some flexibility may be helpful.

- A number of mentors may wish to send in the Re-Enrollment Registration Form and payments for their returning students earlier (May / June), with a second package to follow at a later date that includes the forms and payments submitted by new students, those returning or repeating a year but not currently registered and those transferring from another group.

This second package should arrive by the July 15th deadline or shortly thereafter.

- *Please inform the office well in advance if you anticipate any significant delay in completing the registration of all students in your group.* Allowance may be made in particular circumstances for late registrations, with supporting forms and payment again sent in by the group mentor. All requests regarding late registration will be reviewed as they are received, with a place in the programme offered to as many as possible. Decisions regarding students registering after a group has begun to meet will involve further consultation with the group mentor and consideration of the impact this would have on group life and process.
- Many of the forms ask that mentors or students confirm the information that we already have on record – please make sure that these are verified with Y/N circled, and that you provide revised information as needed. *Please note:* names of graduating students will be printed on their certificates from Sewanee using the information on file. Students must highlight changes to this information if they wish their certificate to appear differently.
- It is important that all payment documents and information are reviewed before being sent in – cheques and money orders properly made out and correctly dated, credit card numbers accurate with current expiry dates provided. We continue to offer both VISA and MasterCard as credit card payment options. Please ensure that the card number provided is for a credit card and not for a debit or cash card.
- Post-dated cheques may be considered on a case by case basis, with requests to be submitted in advance to the EfM Office.
- A limited number of bursaries of up to \$100 are available in case of need. Students are to apply for bursary assistance at the time of registration. Mentors are to ensure that the bursary application and all supporting materials are included in the registration package. Further information regarding bursaries is available on the website. Please make sure that you are familiar with these guidelines and requirements.
- We have again secured permission to print the Reading and Reflection Guide (RRG) locally, thereby reducing our per unit and shipping costs considerably when compared to the expense of purchasing the guides from EfM in Sewanee. The design, format and wrapping of the more recent volumes have been well received and we do not anticipate any major changes for the upcoming publication. Once available, the guides will be packaged in Kelowna and sent to groups at the parcel/shipping address provided by the administrative mentor. Copies of the RRG's will be provided only to active groups with registered students. A completed Materials Order Form must be included with your registration materials so that we will know how many RRG's are required by each group. We are confident that the RRG's will once again be available this year in a timely manner. Notification will be sent when the printing of the guides has been completed and shipments prepared for delivery.