



201-380 Leathead Road, Kelowna, BC V1X 2H8
P: 778-478-8313 E: efmcanada@kootenay.info
www.efmcanada.ca

Additional Registration Notes for Mentors: 2019-2020

Introduction

Registration materials are on the website and have been 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 – Phase 1 – for students who are currently registered

- Re-Enrollment Registration Form – 2019-2020
- Credit Card Information Form (2 on a full sheet) – 2019-2020
- Registration and Other Administrative Information for Students – 2019-2020
- Textbook List – Year C – 2019-2020

Currently registered students should not complete a separate Student Registration Form in order to register for the coming year. The Re-Enrollment Registration Form and accompanying registration fee payment are all that are needed to complete the registration process for your returning students. The 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.

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

- Student Registration Form – 2019-2020 - for new, transferring, re-entry or repeat students
- Credit Card Information Form (2 on a full sheet) – 2019-2020
- Registration and Other Administrative Information for Students – 2019-2020
- Textbook List – Year C – 2019-2020

Students who are not currently registered must complete a Student Registration Form. The form is designed for:

- new students – those who have never registered for the program 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 program 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 program for a second time.

The administrative mentor of each group, whether an established group 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.

3. Forms and Documents –for mentors

- Mentor Registration Form – 2019-2020
- Materials Order Form – 2019-2020
- Textbook Reimbursement Claim Form – 2019-2020

- Group Start-up Checklist – 2019-2020
- Additional Registration Notes for Mentors – 2019-2020 (*the document you are reading now*)
- Textbook List – Year C – 2019-2020
- Current Active Group Numbers – 2019-2020

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 and the Textbook Reimbursement Claim Form are 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.

4. A Note regarding the Forms and Documents

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, these 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.

5. 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.
- All registering students need to understand that cheques should not be dated before July 1st and that credit card payments will not be processed before then.
- **Phase 1** registration packages should be mailed as soon as possible and before your last group meeting.

Please make sure to include:

- (i) the Re-Enrollment Registration Form for your group, with accompanying cheques, Credit Card Payment Forms and completed bursary applications for all returning students

- **Phase 2** registration packages can be sent in a second mailing. The deadlines for registration are the same as in past years: July 15th for groups beginning in September or October and December 15th for groups beginning in January or February.

Please make sure to include:

- (i) Student Registration Forms, with accompanying cheques, Credit Card Payment Forms and completed bursary applications;
 - (ii) Mentor Registration Forms, with accompanying VOID cheques, the Materials Order Form and Reimbursement Claim Forms
- **Late Registrations:** *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 once again sent in by the group mentor.
 - All requests regarding late registration will be reviewed as they are received, with a place in the program 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 is available *in case of need*. Completed bursary applications with all supporting documents must be sent at the time of registration. Payment for the registration fee less the amount of the bursary applied for should also be sent at the time of registration. Bursaries are currently up to a maximum of \$100 per student with all applications reviewed by a panel. Requests that are not accompanied by an application, a personal statement and two letters of support will not be considered. An application form, together with further information regarding bursaries is available on the EfM Canada website.
 - 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.
 - The Reading and Reflection Guide (RRG) will be shipped from our Kelowna office 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. Notification will be sent when shipments have been prepared for delivery.