

## **Group Start-up Checklist for Mentors: 2017-2018**

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Here is a summary of Efm group registration procedures. All documents are on the Efm website.

### **Step One: The Student**

- Ensure that the Re-enrollment Registration form for all returning students is properly completed. This was mailed to all mentors with returning students at the end of April.
- Ensure that a completed Student Registration Form 2017-2018 from each Year One student in your group is submitted.
- If you have students returning after an absence or transferring from another group obtain a completed registration form for each of them (same form as provided for Year One students).
- Ensure that course fees / payment information from each student is submitted and complete.
- Ensure that students have the correct 2017-2018 textbook list for Year A to purchase required texts.
- Provide the student with a copy of *Registration and Other Administrative Information for Students* which is on the website.
- Remember that *a newly-formed Efm group must consist of at least 6 and no more than 12 students*; if later withdrawals reduce the group to less than 6 students, the group may continue as an active group, however, the group mentor(s) may no longer receive the monthly mentor fee.

### **Step Two: The Mentor(s)**

- Complete a Mentor Registration Form for yourself.
- If there is a second mentor both mentors must complete a Mentor Registration Form.
- Ensure that you have clearly indicated who will be the Administrative Mentor (this is the person responsible for correspondence related to the group).
- If this is a new registration, or if the banking information you've already provided has changed, please attach a void cheque (for each mentor, as applicable) so we can make the monthly fee deposit.
- ***If a mentor is also a student, a student registration form and full course fee must also be included.***

### **Step Three: The Materials**

- Complete the Materials Order Form 2017-2018 – Year A to order one copy of the Reading and Reflection Guide for each student and mentor in your group(s). *Make sure that your shipping address is included.*
- A Reading and Reflection Guide will not be sent for students who have not paid the registration fee.
- Instruct your students to order their own texts from the text book list for Year A.

- Purchase your own texts using the 2017-2018 text book list for Year A. All texts are available through Canadian booksellers.
- You may claim reimbursement for the first-time purchase of new texts. Please note that reimbursement will be made for a single copy only, and only for the year(s) in which you have students registered. *Copies of receipts or invoices are required.* If you need the new edition of the Year One text you may order a copy and claim for that even if you have previously sent in a claim for the old edition.

#### **Step Four: Bursaries**

- A limited number of bursaries are available to students *on the basis of need*. Completed bursary applications with all supporting documents must be sent to the EfM office. Payment for the registration fee less the amount of the bursary applied for should be sent at the time of registration. Bursaries are currently up to a maximum of \$100. Bursary requests will be reviewed by a panel. Requests that are not accompanied by an application, a personal statement and letters of support will not be considered. Further information regarding bursaries is available on the EfM Canada website.

#### **Step Five: Sending it in**

- Send all re-enrollment and new registration forms, documents and payments in a single package to the EfM Canada office.
- The deadline for registration is July 15<sup>th</sup>, 2017. Late applications that are sent separately from the group registration will be considered but may well delay the final registration of your group and the shipment of materials.
- The Year A Reading and Reflection Guide will be printed locally this year, which should allow for considerable savings, both of time and of shipping costs. The guides will be sent in a single shipment via Canada Post or Purolator to the parcel/shipping address you have provided on your Mentor Registration Form.
- To facilitate the shipping process, guides will be sent when all forms, documents and payments are received and your group registration is complete.