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## Group Start-up Checklist for Mentors: 2018-2019

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Here is a summary of Efm group registration procedures. All materials will be found on the Efm website.

### Step One: The Student

- Ensure that the Re-enrollment Registration Form for all returning students is properly completed. This will have been emailed to all administrative mentors with returning students by mid-April.
- Ensure that a completed Student Registration Form from each Year One student in your group is submitted.
- If you have students returning after an absence, transferring from another group or repeating a year following graduation you will need to obtain a completed registration form from each of them (same form as provided for the new Year One students).
- Ensure that course fees / payment information from each student is submitted and complete.
- Ensure that students have the correct 2018-2019 textbook list for Year B to purchase required texts.
- Provide the student with a copy of Registration and Additional Information for Students.
- 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 the monthly fee deposit can be made directly into your account.
- ***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 to order copies of the Reading and Reflection Guide for each student and mentor in your group(s). *Make sure 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 2018-2019 textbook list for Year B.
- Purchase your own texts, again using the textbook list for Year B. 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 newer edition of a particular textbook you may order a copy and claim for that even if you have previously sent in a claim for the older edition.

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

- A bursary is available to a student *for 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 per student. 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. An application form, together with further information regarding bursaries is available on the EfM Canada website.

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

- Send all re-enrollment forms, together with new registration forms, documents and payments to the EfM Canada office at the address given above.
- The deadline for registration is July 15<sup>th</sup> for groups beginning in September or October and December 15<sup>th</sup> for groups beginning in January or February.
- A number of mentors may wish to send in the Re-Enrollment Registration Form and payments for their returning students before the identified deadlines, 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 registration 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.
- The Year B Reading and Reflection Guide will again be printed locally this year, allowing for considerable savings of time and significantly reduced shipping costs. The guides for your group will be sent 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.
- Late registrations that are sent separately from the group registration will be considered where possible, with reading guides provided for those registrations that are accepted.