



201-380 Leathead Road, Kelowna, BC V1X 2H8

P: 778-478-8313 E: director@efmcanada.ca

www.efmcanada.ca

Office Notes re Registration: 2017-2018

Introduction

Registration materials have been posted to the website and have been included in an email sent to all currently active mentors and diocesan coordinators. As you will see, 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. Documents and Forms – for mentors and students who are not currently registered

Forms: as was the case last year, there are four fillable forms that have been provided.

- Student Registration Form – 2017-2018 - for new, transferring, re-entry or repeat students
- Mentor Registration Form – 2017-2018 - for all mentors
- Materials Order Form – 2017-2018 - for Administrative Mentors
- Credit Card Information Slip (2 on a full sheet) – 2017-2018 - for all students

Documents: there are also five documents providing important information for students and mentors.

- Current Active Group Numbers – 2017-2018 - for all mentors of currently registered groups
- Group Start-up Checklist – 2017-2018 - for all mentors
- Information for Students – 2017-2018 - for all students
- Office Notes re Registration – 2017-2018 - for all mentors (*the document you are reading now*)
- Textbook List – Year A – 2017-2018 - for all students and mentors

The Student Registration Form is to be completed by students not already registered, that is, by all *new, transferring, re-entry (after a time away) or repeat students (registering again for a program year already completed)*. 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. The form to re-enroll *currently registered students* is described below.

In response to feedback received in past years, we have again included a “Credit Card Information Slip”. This will allow for the separate provision of credit card information in a form that can be readily secured and then destroyed when credit card transactions have been completed.

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.

2. Documents and Forms – for mentors and students who are currently registered

Currently registered students should not complete a Student Registration Form in order to register for the coming year. There is a separate form for the registration of currently active students who will be re-enrolling for next year. This was provided by mail a number of weeks ago; included with the graduation certificates and pins sent to those groups with students completing the programme this year, and sent separately to those groups without graduates. If you have not received the copy of the revised Re-Enrollment Registration Form for your group, please contact the office as soon as possible and a second copy will be emailed to you.

The Re-Enrollment Registration Form should be included with the forms described in the first section above that are to be reviewed, completed 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 that is to be returned to the EfM Canada office.

3. Additional Comments and Guidelines

- 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. Forms and payments should be sent in a single package to the EfM office. The registration deadline is July 15th – *please inform the office well in advance if you anticipate that this cannot be met*. Allowance may be made for later registration in particular circumstances, with supporting forms and payment again sent in by the group mentor. Registrations sent in October, November and later for groups starting in September can no longer be supported.
- Many of the forms ask that mentors or students confirm the information that we have on record – please make sure that these are verified and Y/N circled, and that you provide revised information as needed.
- It is important that all payment information and documents 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.

- Post-dated cheques may be considered on a case by case basis, with requests to be submitted in advance to the EfM Office.
- EfM Canada's fiscal year runs from July 1st through June 30th. Students should be reminded that registrations can be received before July 1st, but no fee payments will be processed until after that date.
- 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.
- 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. We are currently gathering quotes from a number of printers and reviewing various options, with final decisions regarding design and format of the packaging to be confirmed. 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. The final revisions of the text are nearing completion and 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.