

Please read carefully—Following these procedures will help speed processing time. **Materials are mailed within 10-12 working days** after your order is received *if everything is complete*.

- **Return the white & yellow copies**, even if no one is re-enrolling.
 - the **white** copy is the **re-enrollment**,
 - and the **yellow** copy is the **materials order form**
- Check the group's eligibility for fee reductions. One reduction is available if you have eight students, two are available if you have ten to twelve, and this must be in place **before** it is sent to us.
- Have students **sign the enrollment form** and indicate any address changes. **Please do not** send a New/Re-entry/Transfer Enrollment form for anyone listed on this form!
- Write "not returning" on the signature line of anyone not re-enrolling at this time.
- If a student withdrew *before completing the year* and is listed on the form, please write the withdrawal date on the line of that student.
- **Collect payments** for the correct amounts. Verify that checks are written correctly and not post-dated and that credit card numbers and expiration dates are correct. (Checks should be made payable to "EFM.") Be sure you *endorse* any checks made out to you or the church. **Do not mail cash!**
- All orders will be shipped UPS/Fed-Ex at no cost to the group. If overnight or 2nd-Day Air shipments are requested, the mentor will be invoiced for the cost. Please ensure your shipping address includes a street address, UPS/Fed-Ex cannot deliver to P.O. boxes.
- We must have a written explanation if a student did not earn Continuing Education Units. Relatively few students need a written certificate of CEU earned, so you should request any that are needed.
- **New students** must complete and sign a New/Re-entry/Transfer Student enrollment form. Make sure the **administrative mentor's name** and group-id is on each form. Verify that enrollment forms are complete and legible.
- If you cannot meet the deadline indicated, don't plan to continue, or have questions, *please call* your Registration Specialist at 1-800/722-1974.
- If we do not receive your enrollments **by the last day of the enrollment month** and the deactivation of these students drops your group below the minimum of six students, we must discontinue your honorarium until the group is viable.
- ****Please use black or blue ink only.** We now scan all forms into the system & other colors will not show.

YOUR PACKET TO SOTPC SHOULD CONTAIN:

- _____ the **white** copy of the signed **re-enrollment**
- _____ the **yellow materials order form** with any materials needed for mentors or students
- _____ an enrollment form for each **new/re-entry/transfer** student
- _____ the complete enrollment fee of \$350 per student, *\$160 for tuition reduction students*
- _____ credit card authorization for ANY student paying with Visa, Mastercard, or Discover