

# 2012 – 2013 Registration Procedures



## Middle

4081 B Clearbrook Rd  
Abbotsford, BC  
V4X 2M8

T 604-859-3700  
F 604-859-3701  
www.meischools.com

Superintendent: E. Janzen

Principal: H. Smith

Vice Principal: J. Gamache

Welcome to MEI. Thank you for considering MEI for your child(ren). We are all about people – our mission is to provide education and ministry to the youth of our community. MEI is a place where all aspects of life – intellectual, emotional, physical, and spiritual are nurtured and developed. We look forward to seeing you here!

The Priority Categories listed below indicate the order in which applications are considered. Final acceptance to MEI is determined on an individual basis.

### Priority Categories:

#### Category 1

- ♦ Students presently enrolled.

#### Category 2

- ♦ Children of MEI Society church pastors and missionaries, or MEI staff.
- ♦ Students on the wait list who have siblings presently enrolled, or who are the only school age child, and who are members, or whose parent(s) are members, of MEI Society churches.
- ♦ Students on the wait list who are members, or whose parent(s) are members, of MEI Society churches.

#### Category 3

- ♦ New students who are siblings of students presently enrolled, and who are members, or whose parent(s) are members, of MEI Society churches.
- ♦ New students who are members, or whose parent(s) are members, of MEI Society churches.

#### Category 4

- ♦ Students on the wait list who have siblings presently enrolled, or who are the only school age child, and who are not members, or whose parent(s) are not members, of MEI Society churches.
- ♦ Students on the wait list who are not members, or whose parent(s) are not members, of MEI Society churches.
- ♦ New students who are siblings of students presently enrolled and who are not members, or whose parent(s) are not members, of MEI Society churches.

#### Category 5

- ♦ New students who are not members, or whose parent(s) are not members, of MEI Society churches.

Registrations will be considered valid when accompanied by the following:

- A completed and signed registration form.
- A copy of proof of citizenship/immigration status
- A recent copy of one of the following: utility bill, mortgage papers, rental agreement or tax assessment.
- Registration fee of \$100. (**Cheque or cash only**)  
(Refundable only in the event we are unable to enroll your student and the student does not remain on the wait list.)
- A copy of the student's birth certificate.
- A copy of the student's most recent report card.

The office requires a copy of any custodial agreements.

# School Guidelines

MEI operates on the premise that if the home and school work together and are in agreement on fundamental issues, harmony and well-being will result. It is expected that parents and students will support the school's guidelines as outlined in the Student Handbook.

1. **Attendance:** Students should make every effort to attend all classes and to be on time. All absences shall be supported by a note or phone call from a parent/guardian.
2. **Deportment:** Students attending MEI should be of positive character, considerate of others, desirous to be taught and willing to obey the rules and regulations of the school.
3. **Relationships:** Students should use discretion in relationships with the opposite gender.
4. **Dress Code:** The maintenance of Christian standards and a Christian testimony in a permissive age necessitates that dress should be tasteful, modest and discreet. Specific details are documented in the Student Handbook.
5. **Smoking, Drinking, Drugs:** We appreciate and uphold the Biblical injunction that our bodies are the temple of the Holy Spirit and that we should keep them healthy. We recognize the physical destructiveness of tobacco, alcohol and other drugs and therefore MEI students shall not be involved in their use on or off campus.
6. **Homework:** Completing and handing in assigned homework is vital to achieving a good academic standing. Students who persistently fail to do assigned homework will face consequences up to and including probation or being asked to leave MEI.
7. **Vandalism:** It is expected that students will treat school property and the property of others with care and respect. Lockers are to be clean, clear of markings, and free of inappropriate pictures and slogans. Vandalism resulting from carelessness or deliberate action must be compensated.
8. **Internet Use:** Students are expected to comply with the MEI Internet Policy as outlined in the Student Handbook.

Discipline of students will be done as fairly and equitably as possible. The school will deal with students according to the Discipline Policy outlined in the Student Handbook.

## MEI School Organization

The Mennonite Educational Institute is owned and operated by the MEI Society which consists of Mennonite and Mennonite Brethren churches. Each of the following churches elects two members to serve on the MEI Board of Directors. Parents/legal guardians or students who are members of MEI Society churches at the time of registration, receive a discount in tuition rates.

|                             |                    |                         |                       |
|-----------------------------|--------------------|-------------------------|-----------------------|
| Abbotsford Community Church | Bakerview M.B.     | Mountain Park Community | Ross Road Community   |
| Alderbrook Community        | Emmanuel Mennonite | Northside Community     | South Abbotsford M.B. |
| Arnold Community            | King Road M.B.     | Northview Community     | The Life Centre       |

## Tuition Policies

**Please note that the 2012 – 2013 Tuition Schedule & Policies will be published in May 2012 & will be available on our website [www.meischools.com](http://www.meischools.com) & in each school office**

1. Tuition is invoiced monthly at the beginning of each month and is expected to be paid on time. Payment must be made by one of the following options:
  - ♦ **Annual payment:** Payment for the entire year can be made by cash, cheque/debit or credit card. A *prepayment discount of \$50 per child will apply for those payments received by August 1<sup>st</sup>.*
  - ♦ **Semi-annual payments:** Two equal payments (due September 1<sup>st</sup> and February 1<sup>st</sup>) can be made by cash, cheque/debit or credit card.
  - ♦ **Monthly payments:** Payment can be made by pre-authorized debit only and will be collected on the first day of each school month (September to June).
2. Late payments and NSF's are subject to a \$25 administration charge.
3. Continued failure to make payments ON TIME may result in the student being asked to leave MEI.
4. Students who transfer in by the 15<sup>th</sup> of the month will be charged a full month's tuition. Those who transfer in after the 15<sup>th</sup> of the month will be charged a half month's tuition for that month.
5. Students who withdraw from MEI must give 30 days notice or pay one month's tuition in lieu of notice.
6. Tuition accounts are expected to be in good standing before payments for extra-curricular activities will be accepted and applied towards those activities.
7. If a family is unable to comply with the above policies, they must communicate this to the Business Administrator and alternative arrangements may be made if extenuating circumstances exist.

# 2012 - 2013 Registration



## Middle School

4081 B Clearbrook Rd, Abbotsford, BC V4X 2M8

Phone: 604-859-3700 Fax: 604-859-3701

Email: meimid@meisoc.com Website: www.meischools.com

Grade to be enrolled: \_\_\_\_\_

School attended last year: \_\_\_\_\_

Student #: \_\_\_\_\_

Student's Name: \_\_\_\_\_  
Surname First Name Middle Name

Male  Female Birth Date: \_\_\_\_\_ Place of Birth: \_\_\_\_\_  
Month Day Year Country Province (if Canada)

Mailing Address: \_\_\_\_\_  
Street  
\_\_\_\_\_  
City Province Postal Code (\_\_\_\_\_) Home Phone

Student's Citizenship:  Canadian  Landed Immigrant  Other \_\_\_\_\_

Parent E-mail: \_\_\_\_\_ Language spoken at home: \_\_\_\_\_

Father: \_\_\_\_\_ Mother: \_\_\_\_\_  
Surname First Name Surname First Name

Father's Cell Phone: (\_\_\_\_\_) \_\_\_\_\_ Mother's Cell Phone: (\_\_\_\_\_) \_\_\_\_\_

Father's Place of Employment: \_\_\_\_\_ Work Phone: (\_\_\_\_\_) \_\_\_\_\_

Mother's Place of Employment: \_\_\_\_\_ Work Phone: (\_\_\_\_\_) \_\_\_\_\_

Legal Guardian: \_\_\_\_\_ Work Phone: (\_\_\_\_\_) \_\_\_\_\_  
(If applicable)

Student resides with:  Father & Mother  Father\*  Mother\*  Joint\*  Legal Guardian\*  
(at same residence)

*\*Is a court order in place concerning the care or custody of the student*  Yes  No *If yes, please attach a copy.*

In case of emergency, if parent cannot be reached, call:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

Doctor: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_ Care Card #: \_\_\_\_\_

Please list any physical restrictions, allergies, or health concerns of the student that the school should be aware of: \_\_\_\_\_

Mild  Moderate  Life Threatening What medication does the student carry/require? \_\_\_\_\_

Do you attend church? If yes, where? \_\_\_\_\_ \*If this is an MEI Society church, please indicate which one of the following is a member of the church:  Student  Parent  Legal Guardian

Siblings: currently enrolled \_\_\_\_\_  
Name(s) / Grade(s)

new registrants \_\_\_\_\_  
Name(s) / Grade(s)

Yes  No A Family Phone Directory will be prepared by the school and distributed to all Middle School families. May we publish your name, phone number and address in the Family Phone Directory?

## Educational Program and Class Placement Information

The following information and documentation is NECESSARY in assisting MEI to determine whether we can meet the student's needs. **Student acceptance is conditional upon the accurate completion of this section.**

1. Does the student have any specific learning needs that require any special educational support or assistance?  
 Yes  No Notes: \_\_\_\_\_
2. Has the student received any of the following?  Learning Assistance  Special Educational Support  
 ESL Support If yes, please describe what grade(s) and the frequency. \_\_\_\_\_
3. Has the student ever experienced any social or behavioural difficulties at school?  
 Yes  No If yes, please describe. \_\_\_\_\_
4. Has your student ever been suspended?  Yes  No If yes, please describe. \_\_\_\_\_

How did you hear about MEI?

- Friend/Family  Newspaper  Mailout  Church  HOME (Heart of MEI Experience)

Is a parent(s) an alumnus of MEI? If yes, what year(s) did you graduate? \_\_\_\_\_

### Protecting Your Personal Information:

MEI gathers and uses personal information to provide your child with the best educational services as outlined in our Mission Statement and core values. The personal information on this form is required in order to register your child at MEI and assist the school authority in making informed decisions on the suitability and appropriate placement of your child. This information will also allow MEI to respond immediately to an emergency. MEI commits to using and storing this information responsibly and will not release this information to a third party without your verbal or written consent, unless permitted under the PIPA (Personal Information Privacy Act) legislation. MEI does not sell, lease or trade information about you to other parties. For more information on MEI's use, storage and disclosure of personal information, please contact the privacy officer for MEI Schools, Mr. Ernie Janzen, at 604-859-3700 Ext: 316.

### Your signature:

- ◆ Confirms that all information given is accurate.
- ◆ Confirms that you have read the tuition policy and take responsibility for your child's tuition obligations with MEI.
- ◆ Indicates your agreement to comply with MEI's learning objectives, behavioural expectations, and internet use policy.
- ◆ Acknowledges that photos of your child may be used by MEI for yearbooks, newsletters and other promotional materials.
- ◆ Gives consent to have MEI collect, use and disclose this personal information as outlined above and defined in Policy 7620.
- ◆ Certifies that you are a legal resident of British Columbia.

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
PARENT/LEGAL GUARDIAN SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PARENT/LEGAL GUARDIAN NAME (PRINTED)

A **registration fee of \$100** for new students is required to accompany all registrations, refundable only in the event we are unable to enroll your student and the student does not remain on the wait list. For new students, a copy of the student's **birth certificate** and their most recent **report card** is required. Tuition amounts and church membership status will be determined as of the date of registration.

#### For Office Use Only:

Date Received: \_\_\_\_\_

Registration Fee: \_\_\_\_\_

Birth Certificate  Report Card  Residency

Receipt #: \_\_\_\_\_ - \_\_\_\_\_



MEI Schools  
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Phone: (604) 859-3700 Fax: (604) 859-9206  
Web: [www.meischools.com](http://www.meischools.com)

## LEGAL RESIDENCY OF PARENT

**To be completed and signed by a parent or legal (court appointed) guardian. If legal guardian, attach a copy of court order appointing you as legal guardian.**

1. I am (please ✓ one):

- A Canadian citizen (please attach a copy of parent's birth certificate or citizenship paper/card).
- A landed immigrant (attach photocopy of parent's landed immigrant status paper or permanent resident card).
- Lawfully admitted to Canada under one of the following documents (please mark the appropriate box below and attach copy of document):
  - Admission as a refugee claimant.
  - A person claiming refugee status who has a letter of no objection.
  - Student authorization (student visa) for two or more years (or issued for one year but anticipated to be renewed for one or more additional years).
  - Employment authorization (working permit) for two or more years (or issued for one year but anticipated to be renewed for one or more additional years)
  - A person carrying out official duties as a diplomatic or consular official (with a foreign representative acceptance counterfoil in his/her passport)
  - Other (document description - must be cleared by Immigration Canada):  
\_\_\_\_\_

2. I am (please ✓ one):

- A resident of British Columbia. My residency address is: \_\_\_\_\_

\_\_\_\_\_

Please attach a photocopy of one of the following: a recent utility bill, mortgage papers, rental agreement or tax assessment.

- Not a resident of British Columbia.

|                          |       |
|--------------------------|-------|
| Office Use Only          |       |
| <input type="checkbox"/> | _____ |
| Initial                  | Date  |

3. Parent/Legal Guardian Name: \_\_\_\_\_

4. Parent / Legal Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Payment Handling (for faxed or emailed registrations only)**

Credit Card Type (Visa or Mastercard): \_\_\_\_\_ Amount to be billed: **\$100.00**

Credit Card #: \_\_\_\_\_

Expiry Date: \_\_\_\_\_  
Month Year

Credit Card Name: \_\_\_\_\_