

2012 – 2013 Registration Procedures



4081 Clearbrook Road
Abbotsford, BC
V4X 2M8

Phone: 604-859-3700
Fax: 604-859-9206
www.meischools.com

Superintendent: E. Janzen

Principal: D. Neufeld

Vice Principals: R. Thiessen/D. Weiss

Welcome to MEI. Thank you for considering our school for your child. 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, 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.

Registration will be considered complete 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, 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.

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. **Department:** 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 sex.
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 be dealt with according to the Discipline Policy outlined in the Student Handbook.
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. **Motor Vehicles and Parking:** Students are expected to drive with caution and courtesy on school property. Parking areas are available for students. Students driving a motor vehicle to school are required to purchase a parking permit from the office.
9. **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 time of registration receive a discount in tuition rates.

Abbotsford Community
Emmanuel Mennonite
Northside Community

Alderbrook Community
King Road M.B.
Northview Community

Arnold Community
The Life Centre
Ross Road Community

Bakerview M.B.
Mountain Park Community
South Abbotsford M.B.

Tuition Policies

Please note that the 2012 – 2013 Tuition Schedule & Policies will be published in May 2012 and will be available on our website at www.meischools.com and 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 1st.*
 - ♦ **Semi-annual payments:** Two equal payments (due September 1st and February 1st) 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 15th of the month will be charged a full month's tuition. Those who transfer in after the 15th 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

Secondary School

4081 Clearbrook Rd, Abbotsford, BC V4X 2M8

Phone: 604-859-3700 Fax: 604-859-9206

Email: meisec@meischools.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 the 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 the absence of a court order, both parents will have access to the student and student's records.)*

In case of emergency, if a 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 of which the school should be aware: _____

Mild Moderate Life Threatening Does the student carry/require medication? _____

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

Siblings: currently enrolled _____
Name(s) / Grade(s) / Date(s) of Birth

new registrants _____
Name(s) / Grade(s) / Date(s) of Birth

Educational Program and Class Placement Information

The following information and documentation is NECESSARY to assist MEI in determining 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 special educational support or assistance?
 Yes No Please describe. _____
2. Has the student received any of the following? Learning Assistance Special Educational Support
 ESL Support If yes, please describe the frequency. _____
3. Has the student ever experienced any social or behavioural difficulties at school?
 Yes No If yes, please describe. _____
4. Has the student ever been referred to the office or suspended for disciplinary purposes? If yes, please describe. _____

How did you hear about MEI? Friend/Family Newspaper Mailout Church MEI website
 HOME (Heart of MEI Experience)

Is the 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** 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. Copies of the student's birth certificate, most recent report card, and proof of residency are required. 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

Cheque/Receipt No.: _____



LEGAL RESIDENCY OF PARENT – FORM A

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 (please attach a copy 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 a 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: _____

(Attach a recent copy of one of the following: utility bill, mortgage papers, rental agreement or tax assessment.)

- Not a resident of British Columbia.

3. Parent/Legal Guardian Name: _____

4. Parent/Legal Guardian Signature: _____

Date: _____

For Office Use Only:

Proof of Residency: _____
Initials

Date: _____

