

Enrollment and Other Administrative Information for Students (Appendix B-1)

Enrollment

It is essential to the life of the program and to the success of your group that you understand clearly your commitment to the EFM program. By enrolling in the Education for Ministry program you agree to pay fees for one year's study. You also commit to your group to complete 36 lessons in a nine-month academic cycle. Together you are responsible for studying the program materials and participating in the seminars. The mentor will not "teach" these materials. You are expected to study the readings on your own.

The Mentor

The Mentor is a guide, enabler and companion. The mentor's primary responsibility is to guide the group in the practice of theological reflection. The mentor is also responsible to EFM-Canada for local administration of the program. The mentor handles enrollments, collects fees, and communicates with the EFM office. EFM students enroll in an EFM group which has six to twelve students. The EFM program consists of two processes, the materials for self-study and the seminar groups. Therefore, every student must belong to a seminar group led by an accredited mentor.

Fees

All fees must be paid in full to EFM-Canada at the time of enrollment or re-enrollment for an academic cycle. The schedule for fees is on the enrollment form and the EFM Prospectus.

Fee Reduction

Fee reduction is based upon the number of students in an EFM group. One student may enroll at the reduced rate if the group has eight or more if the group has ten to twelve students. (Note: the reduced fee is not refundable). The mentor must designate the student receiving the reduced rate at the time of enrollment.

The program would run a substantial deficit if every eligible group used this feature. We ask that reduced fees be used only when there is a significant financial need. The recipient of a reduced fee must be designated at the time of enrollment or re-enrollment. We do not permit a change to a reduced fee once a student has enrolled at the regular fee for a particular academic cycle.

Payments

Cheques and money orders should be made out to EFM-Canada. Please be sure cheques are filled out correctly and signed. If paying by VISA, please complete the VISA payment slip, filling out all information requested, and sign it.

Materials

The EFM program provides materials to the mentor for distribution to students. You will also need a bible. Materials include a reading list for students who may wish to obtain additional books from a store or library. No one is required to purchase these books.

New students, regardless of prior studies, start EFM with Chapter 1, Year 1. The program suggests that students read one chapter each week over a period of nine months and then take a three month break. Completing four years of the EFM program always requires four nine-month cycles.