

Enrollment and Other Administrative Information

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.

Enrollment

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 the School of Theology 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.

The Mentor

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

Fees

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 students. Two students may enroll at the reduced rate if the group has ten to twelve students. The mentor must designate the student receiving the reduced rate at the time of enrollment.

Fee Reduction

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 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.

Checks and money orders should be made out to EfM. Please be sure checks are filled out correctly and signed. We cannot process postdated checks. Payment may also be made with Mastercard or Visa. **We cannot accept any other cards.** Please double check the numbers and expiration dates. It is not necessary to indicate if the card being used is Visa or Mastercard.

Payments

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. You are not required to purchase these books.

Materials

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

**Transfers or
Returning
After a Break
in Enrollment**

EfM students may transfer to groups both within and outside the USA. Arranging transfers, however, may require time. A student who returns after a break in enrollment may resume the work at the point he or she left off or repeat a year or a portion of it.

Refunds

A refund, less a \$30 processing fee, may be made to a student if withdrawal occurs **BEFORE THE STUDENT'S FIRST SCHEDULED MEETING**. This written request must be mailed with the unopened materials for that student within 30 days of that student's scheduled first meeting.

A **partial refund** may be made to anyone who **STOPS ATTENDING WITHIN 30 DAYS** after his or her first scheduled meeting. The refund must be requested within 30 days of the student's last meeting date and will be made as follows:

If the enrollment fee was \$150, the refund is \$50.

If the enrollment fee was \$340, the refund is \$107.

If the enrollment fee was \$450, the refund is \$140.

No refunds will be made to students after 30 days of enrollment in the EfM program.

**Credit to
Re-enter
After a Break
in Enrollment**

A student who withdraws and does not receive a refund may join a group in the future and resume the program where he or she left off at no additional cost to complete the academic cycle for which payment had been made. The credit is prorated and calculated from the last date of attendance. (That is, if a student began in September and withdrew at the end of November, there would be a credit of six months.)

**Continuing
Education
Units (CEU)**

The EfM program does not provide course credits since it requires no graded work or examinations. The University of the South can award Continuing Education Units for EfM at the rate of eighteen (18) CEU for each year of work. Guidelines for granting CEU require that the participant be present for at least 90% of the seminars. The mentor or student should request written documentation of CEU from the EfM office when these are desired.

Certificates

The School of Theology awards a Certificate of Completion to students and mentors who have completed the four years of the EfM program.