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www.efmcanada.ca

Registration and Other Administrative Information for Students: 2019-2020

Registration

It is essential for the life of the program and to the success of your group that you understand clearly your commitment to the Efm program. By registering in the Education for Ministry program you agree to pay fees for one year of 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 as preparation for group discussion during the seminar.

Registration documents and forms are found on our website – www.efmcanada.ca. Your mentor will be familiar with this material, the steps involved in downloading and completing the forms, and the guidelines for registration. Please contact your mentor to let him/her know of your plans to register and to receive any assistance that you may need. Completed student registration materials are typically given to the group mentor; when these have been received from each student the mentor will send the group registration to the Efm Canada office in Kelowna, BC.

Students who are currently registered and who plan to re-enroll in the same group in the coming year will need to complete the Re-Enrollment Registration Form that has already been sent to their group mentor. This form with accompanying materials will also be sent by the mentor to the Efm Canada office.

The Mentor

The mentor is a guide, facilitator 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 assists with registrations, fee payments and communication with the Efm office. Efm students register in a group which has 6 to 12 students. The Efm program offers two distinct resources for learning - the texts and guides for self-study, and the seminar groups. Therefore, every student must belong to and participate in a seminar group led by an accredited mentor.

Payments

Efm Canada's fiscal year begins July 1st with a June 30th year end. All payments for the upcoming registration cycle will be processed after July 1st. Cheques and money orders should be made out to *Efm Canada*. Please be sure cheques are filled out correctly, dated July 1st or later and signed. If paying by VISA or MasterCard please complete the Credit Card Information Form. A current expiry date must be included. No signature is required as you should have already signed your Registration / Re-Enrollment form. Your card information will be destroyed at the end of the registration cycle. Note: do not send debit or bank card information – it cannot be accepted.

All fees must be paid in full to Efm Canada at the time of registration or re-enrollment for an academic cycle.

Any exception to this must be requested by the group mentor on a case by case basis. A limited number of bursaries is available *in case of need* – please speak with the mentor regarding application details. Students who have not paid their year's fees will not receive credit for the work completed, nor will they be able to register in another year or receive a graduation certificate. The schedule of fees is on the registration form.

Materials

Students are required to purchase the textbooks relevant to their year of study, including the interlude books. There is a textbook list on the website. The core text is a Reading and Reflection Guide published by Education for Ministry in Sewanee. It will be provided to every registered and paid student through the mentor. Every EfM student also needs a study Bible.

Suggestions for additional reading may be offered from time to time but no one is required to purchase additional books or to do any additional reading.

New students, regardless of prior studies, start with chapter one of Year One. The Reading and Reflection Guide that sets out a schedule that will enable a group to complete its work in 9 months. Completing four years of EfM always requires full participation in each of the four nine-month study cycles.

Transfers or Returning After a Break in Registration

EfM students may transfer to groups both within and outside Canada or to EfM Online, providing that a group is available. Arranging transfers may require time. Under some circumstances students may return to the program after a break in their studies. There are policies that define the circumstances. Please discuss this with your mentor or the diocesan EfM Coordinator. All transfer students and those returning after a break must once again complete and return a Student Registration Form with their payment.

Refunds

If a group becomes inactive without meeting (due to low registration, for example) a full refund will be issued to all students who have already registered. In such a circumstance, mentors are to ensure that any Reading and Reflection Guides that have been sent out are returned to the EfM Canada office.

In all other circumstances a standard administration fee is first applied to all refund requests. This is automatically deducted from the registration amount originally paid by the student. Refund amounts are then calculated as described below. No other refunds are available.

- If a registered student withdraws within one month of their group's registration (e.g. before September 30th for groups starting in September or January 31st for groups starting in January) he or she may receive a refund equal to the course fees that have been paid minus the standard administration fee.
 - $Refund = (course\ fees\ paid - standard\ administration\ fee)$
- If a registered student withdraws within two months of their group's registration (e.g. before October 31st for groups starting in September or February 28th for groups starting in January) she or he may receive a refund equal to 50% of the course fees that have been paid minus the standard administration fee.
 - $Refund = (course\ fees\ paid - standard\ administration\ fee) * 50\%$

Continuing Education Units

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 18 CEU for each year of work. Guidelines for granting CEU's require the participant be present for at least 90% of the seminars. The mentor should request written documentation of CEU's from the EfM Canada office when these are desired.

Certificates

The School of Theology of the University of the South awards a Certificate of Completion to EfM students who have completed the four years of the EfM program through EfM Canada.