

Enrollment	<p>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 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.</p>
The Mentor	<p>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 participants enroll in an EfM group which has six to 12 participants. The EfM program consists of two processes, the materials for self-study and the seminar groups. Therefore, every participant must belong to a seminar group led by an accredited mentor.</p>
Fees	<p>All fees must be paid in full to the University of the South at the time of enrollment or re-enrollment for a cycle.</p>
Fee Reduction	<p>Fee reduction is based upon the number of participants in an EfM group. One participant may enroll at the reduced rate if the group has eight or nine participants. Two participants may enroll at the reduced rate if the group has 10 to 12 participants. The mentor must designate the participant receiving the reduced rate at the time of enrollment.</p> <p>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 participant has enrolled at the regular fee for a particular cycle.</p>
Payment	<p>Payment is made with a debit or credit card using the online payment service included in the online registration system. Enrollment is not complete until the payment is made and accepted. The payee will appear on your credit card statement as The Beecken Center.</p>
Materials and Curriculum	<p>The EfM program provides materials to the mentor for distribution to participants. You will also need a Bible of your choice. Materials may include a reading list for participants who wish to obtain additional books from a store or library. You are not required to purchase these books.</p> <p>New enrollees, regardless of prior studies, start EfM with Year One (the Hebrew Bible) in the readings in the Christian tradition, then enroll in sequence for Year Two (the New Testament), Year Three (Church history), and Year Four (theology, ethics, and interfaith encounter). All EfM</p>

participants work from the four Reading and Reflection Guides in a cycle, with all groups using the particular Guide (A, B, C, or D) assigned to that year.

Each guide contains 36 weeks of assignments. The typical model is that a group meets weekly for 36 sessions over a period of nine months and then takes a three-month break. Some groups break the year differently, but completing the four years of EfM always requires four cycles of 36 weeks each.

Refunds

A refund, less a \$50 processing fee, may be made to a participant if withdrawal occurs BEFORE THE PARTICIPANT'S FIRST SCHEDULED MEETING. This written request must be mailed with the materials in original and unused condition for that participant within 30 days of that participant'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 participant's last meeting date and will be made as follows:

If the enrollment fee was \$175, the refund is \$60.

If the enrollment fee was \$375, the refund is \$125.

NO REFUNDS WILL BE MADE TO PARTICIPANTS AFTER 30 DAYS OF ENROLLMENT IN THE EFM PROGRAM.

Credit to Re-enter After a Break in Enrollment

A participant 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 tuition 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 participant began in September and withdrew at the end of November, there would be a credit of six months.) THERE IS A FEE OF \$65 FOR THE NEW/UPDATED MATERIALS AND/OR TUITION INCREASES.

Continuing Education Units (CEUs)

The EfM program does not provide academic course credits since it requires no graded work or examinations. The University of the South can award Continuing Education Units at the rate of 18 CEUs for each completed year of work. Guidelines for granting CEUs require that the participant be present for at least 90% of the seminars. The mentor or participant should request written documentation of the CEUs awarded from the EfM administrative office when this is desired.

Certificates

The School of Theology awards a Certificate of Completion to participants who have completed all four years of the EfM program.