

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>
Reduced Tuition	<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 8-9 participants. Two participants may enroll at the reduced rate if the group has 10-12 participants. The mentor must designate the participant receiving the reduced tuition place at the time of enrollment and notify the registration staff prior to 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 and paid 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 the current <i>EfM Reading and Reflection Guide</i> to participants. Participants are responsible for obtaining the required reading and interlude texts at their own expense. You will also need a Bible of your choice.</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),</p>

and Year Four (theology, ethics, and interfaith encounter). All EfM 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 *EfM Reading and Reflection 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 16% processing fee, may be made to a participant if withdrawal occurs BEFORE THE PARTICIPANT'S FIRST SCHEDULED MEETING. This written request must be made and the EfM Reading and Reflection Guide returned in original and unused condition within 30 days of that participant's scheduled first meeting. The refund is processed when the request AND the *EfM Reading and Reflection Guide* have been received.

A partial refund (32%) 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.

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

Credit to Re-enter After Withdrawal

A participant who withdraws and does not receive a refund may re-enter in the next program year at the same level. THERE IS A FEE OF \$50 FOR RE-ENTRY in the next program year. A participant re-entering beyond the next program year will be required to pay standard tuition.

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.