

EfM

exploring faith matters

Information for Students

A Programme
of Theological Education

www.efmuk.org.uk

Issued: May 2009

The Education for Ministry Trust – Registered Charity Number: 1061962

Student Letter of Understanding

Dear Student,

We welcome your interest in EfM programme. This document describes the major terms of our mutual agreement regarding your participation in the EfM programme. More detailed information is available to you on the Student Information sheet. Please read this document carefully before signing the registration form so that you are aware of the full nature of our agreement. A clear understanding of your commitment now will diminish subsequent confusion and disappointment.

Materials

You will be responsible for studying the programme materials and learning the content of the course. The mentor will not “teach” this material. You are expected to study the readings on your own.

Mentor

The mentor is guide, enabler and companion. The mentor will lead you and your group through the task of theological reflection on your individual life experiences as experiences in ministry. Although the mentor is not expected to lecture or to teach the content of the course, he or she will direct you back to the readings for your further investigation when necessary. The mentor is also responsible to the University of the South, in the US, through the UK Office who will administer the programme at the local level.

Commitment

Part of your agreement in beginning the programme is contracting to pay the necessary fees for one year’s study. This is made at the time of your registration, either in full or through a standing order. Payment by SO or cheques is for the convenience of the student and EfM expects this agreement to be fulfilled. You also make a commitment to your group and to the completion of the 36 lessons in the twelve month period as agreed by your group.

An essential part of the programme is a minimum of 75% attendance of seminars by students; students who do not fulfil this part of the programme may be deemed not to have completed the relevant year.

It is essential to the life of the programme and to the success of your group that you understand clearly your commitment to the EfM Programme. In signing the registration form, you are entering into a contract with the University of the South. Should you have any further questions, now is the time to discuss your concerns with your mentor or the UK office.

We hope EfM is a rewarding experience for you.

Yours sincerely,

Ms. Sissie Wile
Asst. EfM International Field Director
The University of the South

The Revd. Gary O'Neill
Chair of the Management Group
EfM UK

Student Information Sheet

1. A minimum of six students is required for an EfM group. The maximum number of students for a group is 12. When the mentor is also a student the minimum requirement is 7 students including the Mentor. We do **NOT** permit students to work alone. Since the EfM programme consists of 2 processes, the materials for self-study and the seminar groups, each student must be enrolled in a seminar group led by an accredited mentor.
2. Fees are collected either by deposit with completed standing order or in full at the time of enrolment for a particular year of study.
 - (a) Annual fees for a standard student are £195: Deposit £50.00 and 10 monthly standing orders of £14.50
 - (b) In normal circumstances a student must agree with his/her group on the time contract for an academic year and then complete a chapter each week. Should a group take more than a year to complete the year course material, no extra charge will be made providing the time period does not exceed 3 months. In the case of the work taking longer, a charge for administration will be made by the EfM UK.
3. Anglican students are asked to inform their Diocesan Director of Education that they are taking the course as well as their Parish priest. Those of other denominations will inform their relevant body. Where need arises, a grant may be requested to help with fees although it must be recognised that no official structure is in place for this. All students are advised to keep their local church informed and advised about their study and the EfM programme and again, where necessary, financial help for the fees may be sought from this source.
4. Annual fees cover the total cost of the programme and include the annual text books. Students will need their own Bible and notepaper. The EfM Newsletter from UK will be sent to those enrolled on the programme and for two years after graduation.
5. New students will usually start with Chapter 1 of Year 1, though a student seeking to study one particular year of their choice may do so. Students read one chapter each week. They may not accelerate their programme or “catch up” others in the group unless this has been specifically negotiated. Completing the EfM programme requires 4 x 1 year cycles although allowances can be made for differences in any 12 month period according to the local group contract.
6. Each seminar group is led by a mentor accredited after completing training agreed by The University of the South through EfM UK.
7. The mentor administers the local EfM programme. This includes collecting fees, sending enrolment information to The University of the South through the UK Office, ordering materials for students, and carrying out the policies and procedures of the EfM programme in their EfM group. Mentors are to notify the UK Office in writing when students join or withdraw from an EfM group. In addition, the Mentor will keep a register of attendance.
8. If a mentor has to be replaced, we ask the mentor to do everything possible to assure a smooth transition. The EfM group participates in the process. The selection of a new mentor should be a group decision as long as the new mentor has been certified by EfM.

9. Mentors must attend a training workshop every 12–18 months to maintain accreditation. The mentor may not enrol students until re-accreditation is achieved.
10. Mentors confirm returning students each year and return their Group Status Reports and Group Register twice a year. If these documents are not received, the E/M group is placed on inactive status.
11. The Mentor is responsible for submitting their Mentor Fee Invoices to the E/M UK Administrator twice a year, following the submission of their Group Status Reports and Group Register. They submit their invoice for a start up grant as part of the group registration process.
12. E/M students re-enrol at the beginning of each group year, but through consultation with the UK Office, the cycle can begin in any month.
13. A student who leaves the E/M programme and later wishes to resume participation will enter at the level he or she was reading before leaving, unless that student wishes to retake an earlier year. A student who transfers to a new group during his or her academic cycle will not be counted as one of the minimum of six students until he or she re-enrols.
14. A refund may be made to a student if he or she withdraws before the first group session and the packet of materials for the student is returned UNOPENED. In this case, a full refund less packing and postage will be made.

Student Registration Form *[Please tick the appropriate box]*

Registration Transferring from another Group

Standard Student

Surname _____ First _____ Title _____

Address _____

Post Code _____ Telephone No. _____

E-Mail _____

Denomination _____ Diocese or area _____

Year of EFM Study _____ Mentor's Name _____
e.g. Yr 1 Old Testament

Date when Group starts _____

Fees: All cheques should be made payable to: **'Education for Ministry Trust'**

[PLEASE DELETE AS APPROPRIATE]

I enclose the full amount of £195 as a Standard Student
OR

I enclose as a Standard Student a deposit of £ 50 * and will pay the remainder by ten Standing Orders, of £14.50 starting on

THE START DATE SHOULD BE IN THE
MONTH AFTER THE GROUP START DATE.

OR

I enclose a payment of £ _____ and have applied for a grant from _____

Signature _____ Date _____

'I understand that E/M is registered with Data Protection and information given by me will not be passed to any third party'

* I understand that I must complete my standing order payments regardless of whether I complete my current year of studies and that I am entering into a contractual commitment to settle my fees in full.

In case of transfer:

Name of Previous Mentor _____ Year and Chapter complete _____



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Standing Order Form

Registered Charity Number: 1061962

Name, Mentor's name, Phone, Study Year, Address

I enclose a cheque for £50 and have completed the Standing Order Mandate below, instructing my bank to send 10 further payments of £14.50 to 'The Education For Ministry Trust'.

Standing Order Mandate

To _____ Bank PLC _____ Branch

Address _____

Postcode _____

Please Pay: Education For Ministry Trust, Lloyds Bank PLC - Uplands Swansea Branch, A/C 0247765 Sort Code 30 - 98 - 85

THE START DATE SHOULD BE IN THE MONTH AFTER THE GROUP START DATE.

First payment: £14.50 Date of First payment: []

Usual payment: £14.50 paid monthly

Nº of payments: Ten Date of last payment: []

Account to be debited: []

A/c Nº [] Sort code []

This is a new instruction and replaces any previous instruction in favour of Education For Ministry Trust.

Signed: _____ Date: _____