

BASIC DEGREE ADMISSION REQUIREMENTS

Applications for admission to Emmanuel College at the basic degree level are assessed according to academic and other criteria. The academic criteria are set out below under “Preparatory Requirement.” The other criteria are the personal characteristics and interpersonal skills required to function effectively in the educational environment of this institution.

Emmanuel College of Victoria University in the University of Toronto is accredited with the Association of Theological Colleges and is a theological college of The United Church of Canada and reflects its theological tradition. We accept students from other denominations and faiths and all applicants are assessed on the basis of personal ability without regard to race, sex, age or sexual orientation.

Much of our instruction requires group discussion, and students are frequently required to work in teams. Willingness to work with and learn from peers; flexibility of mind and attitude; skill in resolving conflict and in reconciling differing priorities are among the characteristics sought. In order to thrive students should possess a medium-high level of computer literacy, including but not limited to: familiarity with word processing program (for example, MS Word), Email and navigating the Internet. Those admitted should be prepared to work with and learn from peers preparing for ordered and lay ministry and who come from diverse ethnic, racial, social and cultural backgrounds. It is expected that the applicant’s personal statement and letters of reference will give ample evidence of these characteristics and abilities. An interview, requested by either the applicant or the College, may be required for further clarification.

Upon making offers of admission to its programs, Emmanuel College will ask applicants to indicate in writing whether they accept, decline, or defer for one year the College’s offer of admission. If after a deferral of one year an applicant seeks a further deferral, Emmanuel College may require updated versions of some or all of the application materials and an application fee.

Preparatory Requirement

Entrance to Emmanuel’s MDiv, MRE, MPS, MTS, MSMus or Diploma in Community and Health Ministries programs, or as a special status student, requires an Honours baccalaureate or equivalent degree from a University recognized by the University of Toronto. -In some cases an undergraduate degree from a Pontifical university or from a member of the Association of Commonwealth Universities may be accepted.

For applicants to the Master of Sacred Music program the expectation is that the candidate will perform minimally at the level of a third-year university music program.

A minimum average of 70% or a CGPA of 2.7 is normally required.

In exceptional cases, Emmanuel College may admit to its MDiv, MRE, MPS, or MSMus program an application without a baccalaureate degree. Such applicants must: present evidence of the equivalent of at least one year’s full-time study of Arts and Science in an accredited institution or equivalent institution, as assessed by the Admissions and Procedures Committee of the Toronto School of Theology; have been previously admitted as a “special status” (i.e. non-degree) student at Emmanuel College and have completed at least ten course credits, which may be counted towards the degree to which the applicant is seeking admission, and have life experience that has helped prepare him or her for theological study at the graduate level, as assessed by the Emmanuel College Admissions

Committee. (Formal written approval of an applicant by The United Church of Canada or other religious body for a “shorter course” program leading to professional ministry will be considered evidence of meeting this requirement.)

Admission of such applicant will be consonant with the mission statement and stated academic policies of Emmanuel College. The number of non-baccalaureate students admitted to the MDiv, MRE, MPS, MSMus programs will not exceed ten percent of the enrolments of each of these programs.

English Language Competency

Emmanuel College wishes to ensure that all students have sufficient written and spoken English language skills to enable them to function in a classroom setting. Therefore, applicants whose first language is not English will be required to demonstrate their English language ability by taking one of the following tests and achieving the stated minimum result. Test results that are older than two years at the time of application cannot be accepted.

Test of English as a Foreign Language (TOEFL): if the test is taken in paper format, overall 580 and 5 in Test of Written English; if the test is taken in the computer-based format, overall 237 and 5 in essay writing; if the test is taken in internet format, 93 overall and at least 22 in each of the speaking and writing sections. The TOEFL institutional code used by Emmanuel College is that of the University of Toronto: 0982.

International ESL-Academic Preparation Level 60 (Advanced) offered by the School of Continuing Studies at the University of Toronto. Required score: B.

International English Language Testing System (IELTS). Required score: 7.0.

The minimum required TOEFL and TWE scores do not provide assurance of the ability to undertake theological studies at Emmanuel. The College reserves the right, therefore, to interview applicants from abroad upon their arrival in Toronto.

Application Procedure for BASIC Degree PROGRAMS (excluding MSMus) and Special Status Study

The online application and supplemental materials can be found on the Emmanuel College website at www.emmanuel.utoronto.ca/prospective.

1. Complete the Emmanuel College **Online Application for Basic Degree Programs** available on the website. Please complete all sections carefully. The online application will prompt you to upload your personal statement and resume as attachments. Should you experience difficulty with the Online Application you may request a PDF version of the application from the Office of Admissions.

If applicable, be particularly clear about your candidacy status - the terms “inquirer” and “candidate” refer to specific stages of the candidacy process of The United Church of Canada. If you are considering candidacy, but have not yet begun the discernment process, please check the “undecided” option. It is important to give your full and correct name on this form. Once entered, your name cannot and will not be changed without the appropriate verifying documentation.

2. **Provide a personal statement.** The statement should be no more than two pages (double spaced) describing why you would benefit from studies at Emmanuel College, your vocational goals, your theology, your learning style, and what you think you would contribute to Emmanuel College. Be certain to put your name at the top of your statement.

The personal statement can be uploaded as an attachment to the online application form; therefore it is advantageous to have your statement ready before completing the application. You may however choose to submit it separately, by sending it by post or fax to the Office of Admissions or emailing it as an attachment to leanne.oneil@utoronto.ca.

3. **Provide a current chronological résumé.** The résumé can be uploaded as an attachment to the online application form; therefore it is advantageous to have your résumé ready before completing the application. You may however choose to submit the résumé separately, by sending it by post or fax to the Office of Admissions or emailing it as an attachment to leanne.oneil@utoronto.ca.
4. **Submit a general financial plan.** It should be included when you complete the application form. This plan should provide an overall stratagem for how you intend to fund your theological education indicating the percentage of your total expenses you intend to cover from savings, employment income, government student loans, other outside sources, and student financial aid from Emmanuel College (this plan is different from the financial aid application form). On the Prospective Student section of the Emmanuel College website there is an example of the general financial plan for your reference.
5. **Official transcripts.** Arrange for official transcripts from ALL post-secondary institutions attended to be forwarded to the Office of Admissions at Emmanuel College. To be official, these transcripts must be sent directly to the College by the institution concerned.

6. **Application Fee.** An application fee of fifty dollars Canadian (\$50.00 CAD) must be received before an application can be processed. You may pay online OR send by post a personal cheque or money order payable to Emmanuel College to: Office of Admissions, Emmanuel College, 75 Queen's Park Crescent, Toronto, ON M5S 1K7.
7. **Arrange for letters of recommendation to be sent directly to Emmanuel College.** Complete the Applicant section of the *Letter of Recommendation Cover Sheet* before providing the cover sheet to each person providing you with a reference. The *Cover Sheet* provides guidelines for completing and submitting the letter of recommendation. While completing the application you will be asked to provide the names of those providing references. The *Cover Sheet* can be located on the Applications section of the website or obtained from the Office of Admissions.

Letters of recommendation are required from each of the following sources:

- i) Minister/pastoral reference*
- ii) Personal reference
- iii) Academic reference* *
- iv) Music teacher/peer (only required for applications to the Master of Sacred Music program)
- v) If you are applying as a transfer student, your application will require a letter of recommendation from the Director of Basic Degree Studies or Dean of Students commenting on your academic standing and character.

* Applications to the Master of Theological Studies program may substitute a second academic letter of recommendation for the minister/pastoral letter of recommendation.

** Ideally the academic reference should be a university professor or instructor. If it has been some time since you attended university, provide a reference from someone who holds a university degree and who is capable of assessing you according to the guidelines for an academic reference listed below.

The onus is on the applicant to identify appropriate alternatives if you are unable to identify a minister or former professor to provide a letter of recommendation.

The **minister/pastoral and personal** recommendations should comment upon the following: (a) character and personality; (b) emotional stability; (c) theological and faith commitments; (d) ability to work with and learn from others who have different theological beliefs, commitments, cultures and lifestyles; and (e) potential for ministry and/or theological study.

The **academic reference** should comment on the following: (a) intellectual and academic strengths and/or weaknesses; (b) critical and analytical skills; (c) maturity; (d) written and oral communication abilities; (e) integrity; (f) motivation and initiative; and (g) personal judgment.

8. **English Language Competency.** If English is not your first language you will need to demonstrate your English language ability by taking one of the language tests approved by the University of Toronto and arrange to have the official results sent to Emmanuel College before the application deadline. Further details about the tests and minimum required score levels can be found in the Preparatory Requirement section of the Emmanuel College Basic Degree Student Handbook.

All documentation is to be sent directly to:
Office of Admissions
Emmanuel College
75 Queen's Park Crescent
Toronto, ON M5S 1K7
leanne.oneil@utoronto.ca
t. 416-585-4454 f. 416-585-4516

We will confirm received documentation via email. Therefore, if you do not hear from us, we strongly advise you to contact us.

Application Deadlines

June 30 – Admission for Fall Session (September)
November 30 – Admission for Winter Session (January)
March 30 – Admission for Summer Session (May)

Those applying to live in residence must be admitted before June 30.

* Please note the Master of Sacred Music program has different admission deadlines and application procedures

Notification of Acceptance

Once an application file is complete and has been forwarded to the Admissions Committee please allow for 4-6 weeks to receive written notification of the admission decision.

Police Check

A Level 2 Police Check is required for all MDiv, LTh, MRE, MPS, MSMus and Diploma students, and all other students taking courses requiring that they work with a “vulnerable” population. This will be completed after a student has been admitted.

Application Procedure for Lay Certificate in Theology

The online application and supplemental materials can be found on the Emmanuel College website at www.emmanuel.utoronto.ca/prospective

1. Complete the Emmanuel College **Lay Certificate Online Application** available on the website. Please complete all sections carefully. Should you experience difficulty with the Online Application you may request a PDF version of the application from the Office of Admissions.
2. **Application Fee.** An application fee of fifty dollars Canadian (\$50.00 CAD) must be received before an application can be processed. You may pay online OR send by post a personal cheque or money order payable to Emmanuel College to: Office of Admissions, Emmanuel College, 75 Queen's Park Crescent, Toronto, ON M5S 1K7.
3. Two letters of reference, normally from the applicant's minister and from the chairperson of the official board of his/her congregation. These letters should include:
 - name, position and address of the referee,
 - the length and nature of the referee's relationship with the applicant.

And comment on the following:

- a) Character and personality;
- b) Emotional stability;
- c) Theological and faith commitments;
- d) Ability to work with others of different theological beliefs, commitments, cultures, and lifestyles;
- e) Potential to undertake theological education.

We will confirm received documentation via email. Therefore, if you do not hear from us, we strongly advise you to contact us.

Application Deadlines

June 30 – Admission for Fall Session (September)
November 30 – Admission for Winter Session (January)
March 30 – Admission for Summer Session (May)

Notification of Acceptance

Once an application file is complete and has been forwarded to the Admissions Committee please allow for 4-6 weeks to receive written notification of the admission decision.

Admission Requirements and Application Procedure for Master of Sacred Music

The online application and supplemental materials can be found on the Emmanuel College website at www.emmanuel.utoronto.ca/prospective

An informal interview with the Director of the Master of Sacred Music (MSMus) program is highly recommended in advance of filing an application.

The MSMus program admits students starting in the fall session only. The following are upcoming deadlines for all application and supplemental materials:

March 30, 2012 - Admission in September 2012

March 30, 2013 - Admission in September 2013

Section One: General Application Procedures for the MSMus

1. Complete the Emmanuel College **Online Application for Basic Degree Programs** available on the website. Please complete all sections carefully. The online application will prompt you to upload your personal statement and resume as attachments. Should you experience difficulty with the Online Application you may request a PDF version of the application from the Office of Admissions.
2. **Provide a personal statement.** The statement should be no more than two pages (double spaced) describing why you would benefit from studies at Emmanuel College, your vocational goals, your theology, your music education and training, your learning style, and what you think you would contribute to Emmanuel College. Be certain to put your name at the top of your statement.

The personal statement can be uploaded as an attachment to the online application form; therefore it is advantageous to have your statement ready before completing the application. You may however choose to submit it separately, by sending it by post or fax to the Office of Admissions or emailing it as an attachment to leanne.oneil@utoronto.ca.

3. **Provide a current chronological résumé.** The résumé can be uploaded as an attachment to the online application form; therefore it is advantageous to have your résumé ready before completing the application. You may however choose to submit the résumé separately, by sending it by post or fax to the Office of Admissions or emailing it as an attachment to leanne.oneil@utoronto.ca.
4. **Submit a general financial plan.** It should be included when you complete the application form. This plan should provide an overall stratagem for how you intend to fund your theological education indicating the percentage of your total expenses you intend to cover from savings, employment income, government student loans, other outside sources, and student financial aid from Emmanuel College (this plan is different from the financial aid application form). On the Prospective Student section of the Emmanuel College website there is an example of the general financial plan for your reference.
5. **Official transcripts.** Arrange for official transcripts from ALL post-secondary institutions attended to be forwarded to the Office of Admissions at Emmanuel College. To be official, these transcripts must be sent directly to the College by the institution concerned.

6. **Application Fee.** An application fee of fifty dollars Canadian (\$50.00 CAD) must be received before an application can be processed. You may pay online OR send by post a personal cheque or money order payable to Emmanuel College to: Office of Admissions, Emmanuel College, 75 Queen's Park Crescent, Toronto, ON M5S 1K7.
7. **Arrange for letters of recommendation to be sent directly to Emmanuel College.** Complete the Applicant section of the *Letter of Recommendation Cover Sheet* before providing the cover sheet to each person providing you with a reference. The *Cover Sheet* provides guidelines for completing and submitting the letter of recommendation. While completing the application you will be asked to provide the names of those providing references. The *Cover Sheet* can be located on the Applications section of the website or obtained from the Office of Admissions.

Letters of recommendation are required from each of the following sources:

- i) Minister/pastoral reference
- ii) Personal reference
- iii) Academic reference* *
- iv) Music teacher/peer (only required for applications to the Master of Sacred Music program)
- v) If you are applying as a transfer student, your application will require a letter of recommendation from the Director of Basic Degree Studies or Dean of Students commenting on your academic standing and character.

** Ideally the academic reference should be a university professor or instructor. If it has been some time since you attended university, provide a reference from someone who holds a university degree and who is capable of assessing you according to the guidelines for an academic reference listed below.

The onus is on the applicant to identify appropriate alternatives if you are unable to identify a minister or former professor to provide a letter of recommendation.

The **minister/pastoral and personal** recommendations should comment upon the following: (a) character and personality; (b) emotional stability; (c) theological and faith commitments; (d) ability to work with and learn from others who have different theological beliefs, commitments, cultures and lifestyles; and (e) potential for ministry and/or theological study.

The **academic reference** should comment on the following: (a) intellectual and academic strengths and/or weaknesses; (b) critical and analytical skills; (c) maturity; (d) written and oral communication abilities; (e) integrity; (f) motivation and initiative; and (g) personal judgment.

The **music teacher or music peer** recommendation required for the MSMus program should be in the field with a minimum of 10 years of leadership experience and should comment on the following: (a) the nature of the relationship and the length of time the person writing the letter of recommendation has known the applicant; (b) the applicant's musical ability; and (c) the applicant's suitability for studies in advanced liturgical music.

8. **Supplemental music material** as outlined in the *Demonstrating Your Musical Strengths* must be submitted by the application deadline.
9. A **personal 30 minute interview** will be scheduled once all the application documents have been received. All applicants are requested to appear for a 30-minute personal interview unless distance is a factor, in which case a Skype or telephone interview may be arranged.

At such time, a performance audition for keyboardists and vocalists is normally slated (after May 4). Such performances will be adjudicated by the Director (or designate) and an instructor skilled in the arts of the medium selected. The candidate should prepare 30 minutes of music, demonstrating breadth and depth of repertoire; it is likely that the entirety of every piece may not be heard. In the event of a long-distance application, arrangements should be made to submit two copies of a video (CD or DVD). The focus of the video in all cases will be the applicant and not other performers.

10. English Language Competency. If English is not your first language you will need to demonstrate your English language ability by taking one of the language tests approved by the University of Toronto and arrange to have the official results sent to Emmanuel College before the application deadline. Further details about the tests and minimum required score levels can be found in the Preparatory Requirement section of the Emmanuel College Basic Degree Student Handbook.

All documentation is to be sent directly to:

Office of Admissions
Emmanuel College
75 Queen's Park Crescent
Toronto, ON M5S 1K7
leanne.oneil@utoronto.ca
t. 416-585-4454 f. 416-585-4516

We will confirm received documentation via email. Therefore, if you do not hear from us, we strongly advise you to contact us.

Application Deadline

March 30 – Admission for Fall Session

Notification of Acceptance

Applicants to the MSMus program will generally receive written notification of the admission decision in June.

Police Check

A Level 2 Police Check is required for all MDiv, LTh, MRE, MPS, MSMus and Diploma students, and all other students taking courses requiring that they work with a “vulnerable” population. This will be completed after a student has been admitted.

Section Two: Demonstrating Your Musical Strengths

Supplemental Music Application Requirements for Conductors

In addition to the general application requirements stated in *Section One*, applicants are asked to prepare the following materials to be included with the application and received by the application deadline:

1. A video (CD or DVD) of two contrasting rehearsal segments (5-10 minutes each) for chorus or orchestra, as well as a segment of the final performance along with copies of the scores of pieces performed. Pieces performed represent presentations in the last 12 months.
2. Applicants are asked to provide a comprehensive list of the repertoire they have studied and performed to be included in the application package.

Supplemental Music Application Requirements for Organists

In addition to the general application requirements stated in *Section One*, applicants are asked to prepare the following materials to be included with the application and received by the application deadline:

1. Applicants should arrange well in advance for rehearsal time on a local instrument, followed by a performance and personal interview. It is recommended that 30 minutes of organ music be prepared, on the level of a third-year undergraduate performance program, including one anthem accompaniment and one hymn with all verses. The repertoire must be submitted as supplemental material by the application deadline. The organ repertoire must include:
 - i) One Prelude and Fugue *or* major Chorale Prelude by J.S. Bach
 - ii) One free composition selected from any era (not a chorale prelude)
 - iii) One composition from the twentieth century.
2. A comprehensive list of literature studied and performed should be included. Relevant recital programs should also be included as applicable.

Supplemental Music Application Requirements for Vocalists

In addition to the general application requirements stated in *Section One*, applicants are asked to prepare the following materials to be included with the application and received by the application deadline:

1. 30 minutes of repertoire to be performed during the audition, the accompanist will be arranged by the applicant. It should include at minimum:
 - i) One aria by J. S. Bach
 - ii) One aria from an oratorio
 - iii) One classical sacred song (Barber, Vaughan Williams, Britten, etc)
 - iv) One spiritual (in contemporary arrangement)
2. A comprehensive list of vocal literature previously studied and performed. Recital programs may be included for information.

Supplemental Application Requirements for Guitarists and Pianists

Available upon request from Prof. Fred Graham, Director of MSMus program.

Supplemental Music Application Requirements for Composers

In addition to the general application requirements stated in *Section One*, applicants are asked to prepare a portfolio of several written works, including if possible, recordings of performance(s) of

such personal compositions.

Transfers and Advanced Standing

Transfer of Program/Admission of Special Status Students to Degree Programs

Students who request permission to transfer from one Emmanuel College degree program to another, or who seek admission to a degree program after initially registering as a special status student will be required to submit a new application form and personal statement. Students who seek admission to an Emmanuel program after beginning theological studies elsewhere must submit a full application and provide a letter of reference from the Dean or Basic Degree Director of the other institution.

Transfer Credits and Advanced Standing on Admission

Students may transfer to Emmanuel College credit for courses passed at another institution accredited by the Association of Theological Schools (ATS) in the United States and Canada with not less than a B- (70% or 2.7) average within the previous eight years. Up to fifteen transfer credits, including those for Supervised Pastoral Education (SPE), may be granted from other United Church colleges, TST colleges and Waterloo Lutheran Seminary. Up to a maximum of ten transfer credits, including SPE, are allowed from other institutions that are full members of ATS, and from the Faculty of Theology of the University of Winnipeg. Up to five credits may be transferred from an institution that is a candidate for accreditation by ATS or that is an associate member of ATS. Courses in biblical languages taken at Bible colleges may be considered for transfer credit. Request for transfer credit should be made through the Registrar, using a form available through the Registrar, and must be accompanied by original course syllabi and official transcripts. Only credits not applied to another degree may be transferred.

Advanced standing may be granted on the basis of certain post-baccalaureate degrees. Up to ten credits, including SPE, may be granted toward the MDiv for a Master of Arts in Religious Studies, an MRE, an MPS or an MTS completed at a recognized institution.

Up to ten credits may be granted toward the MRE or the MPS on the basis of an MDiv completed at a recognized institution. Advanced standing toward a two-year degree (MTS, MPS and MRE) may be granted on the basis of another two-year degree, provided acceptable substitutes were taken as part of the program. The Toronto School of Theology regulations governing transfer credits (see TST Basic Degree Handbook) will be followed in assessing applications for advanced standing.

Persons who begin the MDiv or other programs elsewhere may subsequently apply for admission to Emmanuel. The Admissions Committee will review transcripts upon request of advanced standing. There is no guarantee that Emmanuel will accept all of their credits.

For all applicants seeking transfer to and advanced standing in the MDiv, MRE, MPS, MSMus, or MTS degrees, Emmanuel College will determine an applicant's time limit to complete the degree and notify the applicant of that limit at the time of admission. For example, an applicant transferring 10 course credits (i.e., one-third of the course requirements) into an Emmanuel MDiv may be given 5.5 years to complete the degree (i.e., approximately two-thirds of the usual eight year limit for the degree).

CANDIDACY FOR UNITED CHURCH OF CANADA MINISTRY

Regulations for admission, supervision and education of candidates for the ministry of The United Church of Canada are set forth in detail in The Manual of The United Church of Canada. The basic requirements are a sense of vocation attested by appropriate aptitudes and a willingness to learn the way to minister effectively. Details of the candidacy process are set out in the United Church pamphlet *Discerning a Call* available at <http://www.united-church.ca/files/handbooks/dis200.pdf>. Further information may be obtained from your local Presbytery.

Before ordination, candidates are required to undertake internships recognized by their Presbyteries. Students should be aware that they may not take nor complete course work for credit when on an internship and that to do so would render the internship invalid.

Ordination

At the end of the theological course of studies, the Presbytery recommends candidates to the Conference, which then makes a final enquiry and decision concerning ordination.

Requirements for Ordination of Persons Holding a MDiv From a Non-UCC College

The United Church normally requires a person who has completed a MDiv at an unaffiliated institution to complete an additional ten courses* at a UCC college. Emmanuel can assist such people by providing courses for credit at the College in Toronto. A person wishing to take these courses should apply for admission as a special status student and provide a letter from the E&S Convener of Presbytery confirming admission, stating the areas and outlining the way in which the study is to be undertaken.

*Only the Church has authority to waive any of the standard requirements. A request for waiver by the Candidate must be made to the Presbytery Education and Students Committee and, if approved, forwarded to the Conference Education and Students Committee and, if approved, forwarded to the Ministry Vocations Committee of General Council for final approval.

Requirements for Admission to the Order of Ministry of the UCC From Another Denomination

The United Church normally requires a person seeking admission to the Order of Ministry from another denomination to complete five courses* at a UCC college. Emmanuel College offers consultation regarding which courses are available for credit within its annual curriculum. A person wishing to take these courses should apply for admission as a special status student and provide a letter from the E&S Convener of Presbytery confirming admission, and stating the areas and outlining the way in which the study is to be undertaken.

Emmanuel College Testamur

The Testamur certifies that the candidate has completed the course of studies prescribed by the General Council of The United Church of Canada and the Council of Emmanuel College.

Candidates for ordination are required by The United Church of Canada to receive instruction in its constitution and government and in the use of its service books. This is done through regular required courses providing instruction in theology, history, polity, service books, hymn books and church school curricula.

The Testamur is a document awarded separately from the degree parchment at Convocation.

FINANCIAL ASSISTANCE

Funding for Basic Degree Students

Financial Aid Officer: The Reverend Herb Breithaupt, BComm, BD
Email: hbreithaupt@sympatico.ca

Basic Degree students are expected to contribute to the costs of their theological education through savings, employment salary, government student loans and funding from other sources. Financial assistance provided by Emmanuel College should be regarded as only one component of total income.

College financial assistance is funded from a number of bursary and scholarship accounts established by generous donors to help basic degree students meet the costs of their theological education. When allocating funds, the Basic Degree Financial Assistance Committee considers two things: financial need and commitment to theological education.

To ensure that students requiring Basic Degree Financial Assistance are realistic about the costs of theological education, they are required to complete and submit a detailed, confidential application form. Applications received by May 30 will be processed by the Basic Degree Financial Assistance Committee in June.

Payment of all financial awards (Basic Degree financial assistance, scholarships and prizes) is made in mid-October. Students who have received awards may defer payment of their tuition fees.

The Eccles Fund, administered by a committee at Centenary United Church in Hamilton, provides most of the financial assistance for Hamilton Conference students at Emmanuel. Their applications are reviewed by the Emmanuel College Basic Degree Financial Assistance Committee before they are forwarded to the Eccles Committee to ensure an equitable distribution of funds.

Regrettably, resources do not permit College funding of visa students.

Funding of up to 25% of total costs of study may be granted to persons actively engaged in designated professional ministry who pursue a second basic degree as a form of continuing education.

Scholarships and prizes are awarded on the basis of standing in a specific course or subject. The Basic Degree Financial Assistance Committee, in awarding need-based funding, takes into consideration other academic awards (scholarships and prizes).

Financial Counseling

Students who have no immediate need of financial assistance may wish to discuss their financial situations with the Financial Aid Officer. These students are encouraged to complete a basic degree financial application form and to write at the top of the first page, "no funds requested."

Government Financial Aid

Except in cases in which an excessive debt load has been accumulated, students applying for basic degree financial assistance should also apply for government student loans.

In each province government aid programs are available for students who have limited financial resources and are based on the assumption that it is primarily the responsibility of the student and his/her parents or spouse to provide for post-secondary education.

The Ontario Student Assistance Program (OSAP) is available to Ontario residents who are Canadian

citizens or permanent residents to assist with educational and living expenses. OSAP loans are interest-free and non-repayable while the student remains enrolled in the appropriate course load (normally 60%, but 40% for students with a documented permanent disability). OSAP applications are available on the Internet at <http://osap.gov.on.ca>. The Emmanuel office will receive a limited supply of paper applications. Detailed information about the program is available from the University of Toronto Office of Admissions and Awards: Student Aid, 172 St. George Street, Toronto, Ontario, M5R 0A3, telephone 416-978-2190. Returning students should apply for OSAP assistance by May 31. New students should apply by June 30.

Students from other Canadian provinces should apply through their provincial financial aid authority. The Office of Admissions and Awards can provide addresses, and, in many cases, application forms.

The Federal Government has established a loan program for part-time students in course loads of less than 60%. Unlike OSAP loans, part-time Canada Student Loans are repayable beginning 30 days after the loan is received. Information and application forms are available from the Office of Admissions and Awards. The Bursary for Students with Disabilities, funded by the federal and provincial governments, provides non-repayable assistance of up to \$10,000 to full-time and part-time OSAP recipients who have special educational expenses as the result of a disability. Information and applications are available from the Office of Admissions and Awards.

PLEASE NOTE: MDiv students who are away on internship are not registered as students. As such, they are not eligible for OSAP and will have to begin paying back any accumulated OSAP loans at this time. It is recommended that students finding themselves in this position apply for a bursary from the College for the year they will be on internship in order to help them make the required payments.

Ontario Graduate Scholarships (OGS)

The Ontario Graduate Scholarship is a provincial program designed to encourage excellence in graduate studies at the master's and doctoral levels. An OGS is awarded to a student for one academic year of two or three consecutive terms. The Province of Ontario contributes two-thirds of this amount and the student's College provides one-third. Scholarship and supplemental funding already earmarked for Emmanuel students who receive Ontario Graduate Scholarships will be deemed to provide the required match.

Social Sciences and Humanities Research Council of Canada (SSHRC) Fellowships

All advanced degree students are eligible to apply for SSHRC Fellowships. The Fellowship Guide for applicants, and web-based application forms, are available at the SSHRC web site: www.sshrc.ca.

Reduced Rates for GO Transit

Application forms for reduced rates on the GO Transit system for *full-time* students are available from the Emmanuel office.

International Student Identity Cards

The ISIC is issued to full-time students and can be obtained at the U.T.S.U. office, 12 Hart House Circle Toronto, ON M5S 3J9 at no cost to you. ISIC provides access to discounts on domestic air travel purchased through Travel CUTS, 30% discounts on VIA Rail travel and up to 20% off major bus lines across Canada. If traveling abroad, the ISIC provides access to discounts on accommodation, admission to historical sites and museums and entertainment attractions. ISIC application forms are available at the U.T.S.U. (12 Hart House Circle). U.T.S.U. is equipped to print ISIC cards in their office. Please bring your T-Card as well as additional photo identification, and a passport-size photo. If you do not have a photo, U.T.S.U. can take your photo for \$2.

Visa Students

Emmanuel College is a publicly funded institution. Persons applying to a degree program who are neither Canadian citizens nor landed immigrants and who will be studying in Canada under a study permit (visa) should note, therefore, that they will be charged high visa student fees. We do not have the power to waive these fees nor do we have the funds to subsidize the tuition of visa students.

All inquiries regarding Doctor of Theology (ThD) financial assistance should be directed to the Director of Advanced Degree Studies at Emmanuel College.

ACCOMMODATION

Graduate Residence

Rowell Jackman Hall (RJ) is a suite style residence building that houses 220 students. The 7th and 8th floors have been designated for graduate students who will live together in 3 and 4 bedroom suites. Each suite is furnished with basic residence furniture and contains 1-2 bathrooms, a kitchen and living area.

There are laundry facilities on the first floor of the building and underground parking is available for an additional charge. The building is completely smoke-free.

There will be a designated Don for the two graduate floors in Rowell Jackman Hall who will also be a graduate student. The Don will coordinate regular activities and events for those students who wish to get to know one another a little bit better. The graduate floors Don will also provide support in terms of campus resources and referrals if needed.

Occupancy Fees

All fees will be charged monthly to your ROSI account. You will only have to give one month's full written notice should you wish to vacate your residence space. Rowell Jackman Hall graduate student rates are \$850 for a single and \$925 for a super single.

Two of the many benefits of being a graduate student living at Vic are the ability to stay in your residence during the winter break, and the option to extend the period of stay on a monthly basis throughout the summer.

Meal Plan Options

The Graduate Student Meal Plan works in a similar way to our current undergraduate student meal plans; this plan offers a combination of meals served in the Burwash Dining Hall plus VicDollars which can be used to make purchases at the Wymilwood Café. Graduate students have the added benefit of being billed monthly instead of having to pay the entire amount at the beginning of the school year.

Graduate students may also use their meal plan to join Victoria College faculty for lunch at Burwash Dining Hall's High Table and Senior Common Room.

250 Meals + \$620 VicDollars + 5 guest passes \$375/month for 8 months

This plan meets the requirements for tax exempt status.

Or

100 Meals + 5 guest passes \$130/month for 8 months

This package offers 100 meals, and 5 guest passes to be used at Burwash Dining Hall. Like the Academic Year Plan, this plan is billed monthly; however, the price of this package also includes the applicable sales taxes.

VicDollar Accounts

Graduate students may also be interested in our VicDollar accounts. A VicDollar account is a declining balance account for use at Wymilwood Café and Burwash Dining Hall.

If students open their accounts with at least \$150, Food Services will add another 5% (i.e. \$7.50) to their account. If they open their accounts with at least \$200, Food Services increases that bonus to 10% (i.e. \$20). These accounts can be topped up at any time with more VicDollars throughout the year.

How to Apply

Applications and the residence life brochure are available at http://www.vic.utoronto.ca/Current_Students/residence.htm.

When you submit an application, we require a \$450 deposit + a \$25 application fee for a total of \$475. Graduate residence applications for Victoria College residence space are accepted on a rolling basis. Room placements will be started in mid-June.

If you are a graduate student who would like to live at Victoria College and have some more questions about the suites on the 7th and 8th floors of Rowell Jackman Hall, please contact gillian.mainguy@utoronto.ca for more information.

Commuter Accommodation

Off-campus accommodation is available. Students can request the list from the main office. The cost ranges from \$50-\$70 and includes breakfast.

Short Term Accommodation in Victoria University Residences

Victoria University Residence Services may be able to offer short-term accommodation on a first-come-first-served basis at the Burwash Guest Rooms. If so, space may be reserved in advance at the beginning of the session by faxing or emailing a list of dates for which accommodation is required. A deposit of one night's fee is required to secure reservations. Visa or MasterCard is accepted. Forty-eight hours notice of cancellation is required. Students should fax to (416) 585-4530 or email accom.victoria@utoronto.ca with a list of all dates needed for the session.

University of Toronto Family Housing

The Student Family Housing complex consists of two high-rise buildings located at 30 and 35 Charles Street West. They are in the downtown shopping area of the city five minutes from the University of Toronto St. George campus. Priority for the university apartments is given to student families. Single students, therefore, should apply to other on-campus residences, which are intended for single students. The term "family" refers to students residing with their dependent children and to childless couples who have been in a permanent, documented relationship for a minimum of 12 months. Applications for these units should be obtained from the University of Toronto Student Family Housing (214 College Street, Toronto, Ontario, Canada, M5T 2Z9, telephone 416-978-8049, fax 416-946-5466, e-mail family.housing@utoronto.ca). Waiting periods for these apartments are extensive, averaging 12 – 14 months at the time of printing. It is advisable, therefore, to apply as soon as study at Emmanuel is contemplated. Applications can and should be made before receiving a formal offer of admission from Emmanuel College. Monthly payments include the cost of heat, water and electricity. Although the apartments are unfurnished, electric stoves and refrigerators are provided.

Off-Campus Housing

The Housing Service office in the Koffler Student Centre (address given above) maintains listings of available off-campus housing advertised by city landlords and by students seeking roommates. Students seeking accommodation use these lists as they would classified advertisements in a newspaper to locate accommodation that meets their needs. Students may also search on-line by type of accommodation, area of the city, and price range desired.

Temporary and Emergency Housing

The Student Housing Service provides a list of temporary accommodations near the St. George campus. More information can be found at: <http://www.housing.utoronto.ca/Help.htm#emergency>.