

PARTICIPANT GUIDELINES AND APPLICATION FORM

The Continuing Formation Seminars provide a safe space for the analysis and discernment of cutting-edge themes at stake in the ecumenical movement and in offering expertise and experience to accompany this discernment process. Seminars are designed to sharpen the awareness for the ecumenical implications of societal and ecclesial changes for the churches and to encourage them to engage in dialogue and cooperation, envisioning possible action, also with people of other faiths. Through its community life, formal study and ecumenical prayer, Bossey offers a unique experience of ecumenical learning in its continuing formation programmes.

A. Participant guidelines

- The application form may only be used to apply for one seminar/course in any calendar year. If you wish to apply for more than one seminar/course, you will need to submit separate applications, along with full supporting materials for each. It is your responsibility to ensure that you have followed the instructions in these guidelines.
- Please type or write clearly on the application form. The details you give in your application form will be used for the administration of your application, and potentially as the basis of your participant record. If the form is incorrectly completed your application may be delayed and may not be processed.
- Your surname/family name is used to identify and match all materials sent with your application and for dealing with enquiries. Please use only the full name given in your passport and identity documents.
- The closing date for applications is at the latest two (2) months prior to the beginning of the seminar/course. You are advised to apply well in advance of the closing date. We recommend that you use a recorded delivery service, as the Ecumenical Institute is not necessarily able to confirm receipt of individual applications.
- The Ecumenical Institute uses the following criteria when selecting participants: Motivation of the candidate to participate in the seminar/course at the Ecumenical Institute; clear recommendation from the faith community of the candidate demonstrating the usefulness of the seminar/course in the local faith community after the return to his/her country of origin; the need to create a balanced group of participants in terms of faith/confession, gender and geography.
- The selection decisions are normally made no later than two (2) months prior to the beginning of the seminar/course. All candidates are informed by e-mail whether or not they are admitted to the seminar. Should places remain available, applications can be received up to two (2) weeks before the beginning of the seminar/course from candidates, who do not need a visitor's visa to Switzerland.

- In certain circumstances, the Ecumenical Institute can cover part of the seminar/course fees for candidates that demonstrate financial need. Applicants may complete a Scholarship Request Form if they fulfil the conditions for financial support. The Scholarship Request Form should be returned together with the complete application. Scholarship awards are decided at the same time as applications are selected.
- The scholarship, if requested, is always partial; ***Each admitted participant is obliged to make a financial contribution towards tuition.*** Many churches have funds available for their members to participate in continuing formation short-term seminars. Please check with your faith community to see what opportunities exist
- **It is preferred that you mail your application to the address below. However, if it is better for you to e-mail the application form and attachments, a scanned copy is acceptable.**

B. Supporting materials

The completed application form must be accompanied by the following materials in English. All applicants are required to submit the following documents with their application form:

- Fully filled in two-page application form
- One (1) passport-size photograph (attached to the application form)
- One (1) recommendation letter in a sealed envelope from your faith community
- A brief description in English of not more than 250 words explaining why you want to participate in the seminar describing your current involvement with the topic of the seminar (if any,) and what you hope to gain from the experience.
- A curriculum vitae or resumé listing your academic and/or professional experience
- Course fee pledge sheet
- A completed Scholarship Request Form, in case you apply for a financial assistance

Deadlines:

- | | |
|---|-----------------------|
| 1. Women's Pilgrimage Towards Justice and Peace | March 15, 2014 |
| 2. Green Churches: Ecology, Theology and Justice in Practice | March 31, 2014 |
| 3. Evaluating Ecumenical Formation for Migrant Church Leaders | June 1, 2014 |

All applications should be sent to the following address:

The Ecumenical Institute
P.O. Box 1000
CH-1299 Crans-près-Céligny
Switzerland
ATTN: Ms. Kelly Brownlee
Tel: +41 22 960 7300
Fax: +41 22 960 7310
E-mail: kbr@wcc-coe.org or bossey@wcc-coe.org
www.bossey.ch



ECUMENICAL INSTITUTE
at CHÂTEAU DE BOSSEY

APPLICATION FORM

Name of Seminar you wish to attend:

- Women's Pilgrimage Towards Justice and Peace, June 9-13, 2014
- Green Churches: Ecology, Theology and Justice in Practice, June 23-27
- Evaluating Ecumenical Formation for Migrant Church Leaders, September 1-5, 2014

1. Personal information

Title:	Surname (as in passport)
First name and Middle name (if applicable) (as in passport)	Maiden name: (if applicable)
Gender <input type="checkbox"/> female <input type="checkbox"/> male	Civil status <input type="checkbox"/> single <input type="checkbox"/> married <input type="checkbox"/> other
Date of birth (day/month/year)	Place of birth (city/country)
Country of birth (as in passport)	Nationality (as in passport)
Passport number	Place of issue (city/country)
Date of issue (day/month/year)	Valid until (day/month/year)
Faith community:	

2. Contact information

Street address	City and State (if applicable)
Post code/Zip code	Country
Telephone (with country code)	Mobile phone
E-mail address	Alternative E-mail address

**3. Language (s) (English is the language of the seminars/courses at the Ecumenical Institute)
Indicate (F) Fair – (G) Good – (E) Excellent**

Language	Writing level	Reading level	Speaking level	Comprehension level
Mother tongue:				

4. Education

Full title of the Secondary School Certificate	
Country of issue	Date of issue
Full title of any University degree (s) (if applicable)	
Full name of the issuing University	
Country of issue	Date of issue

5. Other information

Current occupation	
Current employer (if applicable)	
Other relevant professional and faith-based experience?	
How did you find out about the seminar?	
<i>I testify that the information I have given in this form is true and accurate and that, if admitted, I agree to abide by the conditions governing the Ecumenical Institute.</i>	
Date	Signature



ECUMENICAL INSTITUTE
at CHÂTEAU DE BOSSEY

Postal address: PO Box 1000, CH-1299 Crans-près-Céligny, Switzerland
Visiting address: Chemin Chenevière 2, Bogis-Bossey, Vaud
Tel: +41 22 960 7300 Fax: +41 22 960 7367
Email: bossey@wcc-coe.org www.bossey.ch

SEMINAR COURSE FEES

The fee for the course is CHF 500. This includes full room & board (three meals per day, single or double accommodation), two tea/coffee breaks per day, transportation to and from the Geneva airport or train station, meeting rooms, materials, and health insurance (if needed). The fee does not include transportation to and from Switzerland.

INFORMATION ON PAYMENT PROCESS FOR THE ECUMENICAL INSTITUTE

BY **BANK TRANSFER** FROM **ANYWHERE IN THE WORLD**:

Beneficiary account holder: The Ecumenical Institute
P.O. Box 1000,
1299 Crans-près-Céligny, Switzerland

Beneficiary bank: Banque Cantonale Vaudoise (BCV)
Case postale 300, 1001 Lausanne, Switzerland

IBAN (international bank account number): CH81 0076 7000 U067 5255 7

Swift code: BCVLCH2LXXX

DEADLINE TO RECEIVE SEMINAR COURSE FEE

- Women's Pilgrimage Towards Justice and Peace **May 9, 2014**
- Green Churches: Ecology, Theology and Justice in Practice **May 23, 2014**
- Evaluating Ecumenical Formation for Migrant Church Leaders **August 1, 2014**

Please provide the following information with your bank transfer:

1. Name of seminar you are attending
2. Your family and first name

The study place is guaranteed only after transferring the seminar course fee by the deadline.

Thank You!



ECUMENICAL INSTITUTE
at CHÂTEAU DE BOSSEY

Scholarship Request Form

Application for Financial Assistance

Scholarships to assist with seminar/course fees for participants at the Ecumenical Institute are awarded according to the following criteria:

- Scholarships are awarded to participants that require financial assistance to cover the costs of seminar/course fees.
- Scholarships are granted in priority to highly motivated and well recommended participants.
- The scholarship is always partial; ***Each admitted participant is obliged to make a financial contribution towards tuition.*** Many churches have funds available for their members to participate in continuing formation short-term seminars. Please check with your faith community to see what opportunities exist.
- Travel expenses to and from the Ecumenical Institute as well as all personal expenses (such as passport, visa, transit visa, etc.) before, during and after the seminar/course are the responsibility of the selected participant.
- Board and lodging expenses before and after the official beginning and end of the seminar/course at the Ecumenical Institute are the responsibility of the participant.
- Priority is given to those candidates seeking a scholarship from the Ecumenical Institute for the first time and who have therefore not benefited from such a privilege earlier.

Family / surname (as in passport)	
First name (as in passport)	
I apply for a scholarship and I pledge to contribute the following amount towards the total of my seminar/course costs:	
Currency: * _____	
*please use official currency abbreviation (e.g. CHF/EUR/USD, etc.)	
Total amount of my financial contribution: _____	
<input type="checkbox"/> Please attach the original supporting documents(s) if funds are pledged to you by your faith community, family or a third party	
<i>I confirm that I am unable to cover the full costs of my seminar/course at the Ecumenical Institute. I understand that should I be admitted to the seminar/course I have applied for and granted a partial scholarship towards my costs, this award will cover only the official period of my seminar/course. I also agree to continue searching for further funds in order to increase my contribution and to inform the Ecumenical Institute of any developments immediately.</i>	
Date	Signature