
 Ratio Formationis Particularis

1. OFFICIALS AND BODIES RESPONSIBLE FOR FORMATION

The following officials and bodies are responsible for formation in the Province:

- 1.1 the Provincial, the Provincial Vicar of the Solomon Islands and Papua New Guinea, and their Councils;
- 1.2 the Provincial Formation Council and the Vicariate Formation Council;
- 1.3 the Provincial Promoter of Vocations and the Vicariate Promoter of Vocations;
- 1.4 the Admissions Boards;
- 1.5 the Masters of Novices (“Novice Masters”) in the Province and in the Vicariate, and their Formation Teams;
- 1.6 the Masters of Students and Co-operator Brothers (“Student Masters”) in the Province and in the Vicariate, and their Formation Teams.

2. THE FORMATION COUNCILS

- 2.1 The Members of the Provincial Formation Council are the Regent of Studies, the Moderator of the Centre of Studies (Melbourne), the Promoter of Continuing Formation, the Novice Master, the Student Master, and the Provincial Promoter of Vocations.
- 2.2 The Members of the Vicariate Formation Council are the Vicar Provincial, Moderators of the Centres of Institutional Studies (Bomana and Henderson), the Promoter of Vocations, the Directors of the Pre-Novitiate Programmes, the Vicariate Novice Master, the Vicariate Student Masters, and as an observer member, the Novice Mistress of the Dominican Sisters, Loga.
- 2.3 The Provincial Formation Council elects a chairman from among its members and meets at least twice every year for the purpose of reviewing and co-ordinating the work of Formation in the Province.

The Vicariate Formation Council elects a chairman from among its members and meets at least once every year for the purpose of reviewing and co-ordinating the work of formation in the Vicariate. (cf RFG 155-158).

- 2.4 The Formation Councils shall determine and ensure preparation for those designated as Masters in accordance with 4.1.

3. PROMOTERS OF VOCATIONS

The Provincial and Vicariate Promoters of Vocations:

- 3.1 assist and co-ordinate Local Promoters of Vocations (cf Statute 32) and other local brothers in the promotion of vocations;

 Ratio Formationis Particularis

- 3.2 promote vocations to the Order through preaching, personal contact, youth work, advertising and the distribution of vocations material, especially in those areas where the Order is not yet involved;
- 3.3 invite candidates who have made contact with the Order to visit the communities of the Province or Vicariate and encourage them to maintain contact with the Local Promoter of Vocations;
- 3.4 are assisted financially in their work by annual budgets which are to be submitted first to the Economic Council and then to the Provincial Council or to the Provincial Vicar and his Council.
- 3.5 shall be appointed full-time to this task and shall not engage in other work(s) which would detract from their focus on this work. A local assistant promoter should be appointed for Aotearoa-New Zealand and as far as possible in other parts of the Province and the Vicariate.

4. THE PREPARATION OF MASTERS

- 4.1 Future Novice Masters and Student Masters are to be designated in advance by the Provincial Chapter or Council so that they can be appropriately prepared spiritually and intellectually, and given the opportunity of visiting formation communities of other provinces.

Normally those chosen as Novice Master and Student Master in the Vicariate are local brothers.

5. THE PROVINCIAL PRE-NOVITIATE PROGRAMME

- 5.1 The Provincial Promoter of Vocations is the Director of the Provincial Pre-Novitiate Programme.
- 5.2 The Provincial Pre-Novitiate Programme varies in duration and content according to the needs and circumstances of the candidates. It is to include:
 - 5.2.1 regular contact between the candidate and the Order through the Provincial Promoter of Vocations and an accompanying brother, who is judged suitable and appointed by the Provincial Promoter in consultation with members of the Formation Council and the relevant local community;
 - 5.2.2 psychological or other professional consultation, with the agreement of the candidate (cf RFG 41);
 - 5.2.3 one or more extended live-in periods;
 - 5.2.4 ongoing assessment of the candidate's progress by the Provincial Promoter, the accompanying brother, and the relevant local community.

 Ratio Formationis Particularis

- 5.2.5 In those years when the Novitiate is done overseas, the pre-novitiate programme is normally complemented by a three-to-four month live-in period under a suitable brother in one of our houses.
- 5.3 During the Pre-Novitiate period the Promoter of Vocations will give an interim report on the candidate to the Admissions Board.
- 5.4 If, after consultation with the accompanying brother, the relevant local community and the Admissions Board, the candidate is thought to be manifestly unsuited, he is to be advised as soon as possible by the local or Provincial Promoter of Vocations not to apply for the Novitiate. The reasons for such advice are to be prudently communicated to him. However, he is to be informed that he has the right to apply should he wish to do so.
- 5.5 In those years when the Novitiate is done overseas, the duration of the pre-novitiate programme is to be normally extended by three-to-four months live-in period under a suitable brother in one of the houses of the Province.
- 6. THE VICARIATE PRE-NOVITIATE PROGRAMME**
- 6.1 The Vicariate Promoter of Vocations is the Director of the Vicariate Pre-Novitiate Programme.
- 6.2 The Vicariate Pre-Novitiate Programme varies in duration and content according to the needs and circumstances of the candidates. It is to include:
- 6.2.1 regular contact between the candidate and the Order through the Vicariate Promoter of Vocations and an accompanying brother, who is judged suitable and appointed by the Vicariate Promoter in consultation with members of the Vicariate Council and the relevant local community;
- 6.2.2 normally four-to-six months' residence in a community in the Solomon Islands, or in any suitable location;
- 6.2.3 ongoing assessment of the candidate's progress by the Vicariate Promoter, the accompanying brother, the relevant local community, and the village parish authority.
- 6.3 The Vicariate Promoter of Vocations should visit the village and family of the candidate.
- 6.4 During the Pre-Novitiate period the Vicariate Promoter of Vocations will give an interim report to the Vicariate Council on the candidate.
- 6.5 If, after consultation with the accompanying brother, the relevant local Dominican community, the local parish community and the Vicariate Council, the candidate is thought to be manifestly unsuited, he is to be advised as soon as possible by the Vicariate Promoter of Vocations or the local superior not to apply for the Novitiate. The reasons for such advice are to be prudently communicated to him. However, he is to be informed that he has the right to apply should he wish to do so.

 Ratio Formationis Particularis

7. ADMISSION TO THE NOVITIATE

7.1 The Provincial Admissions Board consists of:

- the Prior Provincial;
- the Provincial Promoter of Vocations;
- the Regent;
- the Novice Master;
- the Student Master;
- two Provincial Councillors appointed by the Prior Provincial.

The Board elects its own chairman.

7.2 The Vicariate Admissions Board consists of:

- the Vicar Provincial;
- the Vicariate Promoters of Vocations;
- the Novice Master;
- the Student Master;
- the Moderators of the Centres of Institutional Studies;
- two Vicariate Councillors appointed by the Vicar Provincial.

The Board elects its own chairman.

7.3 Applicants for Province are normally accepted between the ages of 19 and 35 years and must have the pre-requisites for admission to a theology degree programme.

7.4 Applicants for the Vicariate must normally have completed secondary education to Form 6 in the Solomon Islands or Year 12 in Papua New Guinea, or the equivalent.

7.5 Applicants for the Novitiate must apply in writing to the Provincial or Vicariate Admissions Board by sending to the Provincial or Vicariate Promoter of Vocations the following:

7.5.1 a completed application form;

7.5.2 certificates of birth, baptism and confirmation;

7.5.3 reports of medical and dental examinations and, in the case of applicants from the Vicariate, a report of a tuberculosis test;

7.5.4 official academic records;

7.5.5 references from two responsible persons (teachers, heads of schools and colleges, employers, priests, religious, doctors, etc) who have known the applicant closely and whose names and addresses are provided by him; these people will then be sent a form on which to provide their reference;

7.5.6 a reference from the applicant's Parish Priest, who will also be sent a form.

7.6 The Provincial Promoter of Vocations or Vicariate Promoter of Vocations presents each application to the relevant Admissions Board with the accompanying documentation and the following reports:

 Ratio Formationis Particularis

- 7.6.1 a written report by the Promoter of Vocations on the candidate's family background, personal maturity, religious commitment, and motivation for wanting to enter religious life;
- 7.6.2 a report of the accompanying brother;
- 7.6.3 where the members of the Admissions Board have not had an opportunity to interview the applicant, a report of a member of the Provincial Formation Council or Vicariate Council.
- 7.6.4 in the case of applicants from Aotearoa-New Zealand, a report from the local promoter of vocations after consultation with his community;
- 7.7 Members of the Board are to be given sufficient time before a meeting to examine and assess all reports and documentation. Where possible, they will also interview the applicant.
- 7.8 The Board shall determine by majority vote whether an applicant is to be presented to the Prior Provincial for admission to the Novitiate (cf LCO 173).
- 7.9 Candidates admitted to the Provincial Novitiate are to be invited to make a financial contribution to the cost of their Novitiate.

8. THE NOVITIATE

- 8.1 The Novitiate House for the Province is St Laurence's Priory, North Adelaide, South Australia. The Novitiate House for the Vicariate is Our Lady of the Rosary House, Loga, Western Province, Solomon Islands.
- 8.2 In a particular year the Prior Provincial and Council may determine that the same brother shall be both the Master of Students and the Master of Novices, and the same Formation Team shall assist him.
- 8.3 The Novice Master is assisted by a Novitiate Formation Team. This team consists of:
- the Novice Master;
 - the Prior or Superior of the Novitiate community;
 - a representative of the community appointed annually by the Provincial or Vicar Provincial after consultation with the Novice Master and the community.

Where it is judged useful after consultation with the Novice Master the Provincial or Vicar Provincial may appoint a solemnly professed cooperator brother to the Novitiate Formation Team.

- 8.4 The Novice Master is to convene meetings of the Formation Team several times in the course of the year to review the progress of the novices. Meetings of the Formation Team can also be requested by members of the Team or by members of the community. All members of the community are invited to contribute matter for discussion at these meetings.

 Ratio Formationis Particularis

- 8.5 The Novitiate year normally begins early in the calendar year. It is preceded by a five-day retreat. The reception of the habit marks the commencement of the Novitiate year (cf LCO 176; 178.I; RFG 54).
- 8.6 The Novitiate programme is to be flexible and adapted to the needs of each novice.
- 8.7 The Novitiate programme includes:
- 8.7.1 one hour of quiet time each day for private prayer and spiritual reading;
 - 8.7.2 weekly group meetings between the novices and the Novice Master, in addition to regular individual meetings between novice and Master.
 - 8.7.3 instruction in community living and on-going human development;
 - 8.7.4 assisting in the maintenance of the House and its projects as determined by the Novice Master after consultation with the House Chapter;
 - 8.7.5 familiarisation with the pastoral commitments of the Province and/or Vicariate;
 - 8.7.6 participation in the pastoral work of the House and/or other pastoral works as arranged by the Novice Master (cf LCO 188 and RFG 64) and group reflection upon these experiences;
 - 8.7.7 familiarisation with the social, economic and political issues that affect the lives of the peoples in our region, with particular reference to the spirituality of indigenous peoples;
 - 8.7.8 limited social activities outside the Priory at the discretion of the Novice Master.
- 8.8 The Vicariate Novitiate programme also includes:
- 8.8.1 courses of study conducted in close collaboration with the Dominican Sisters' Novitiate at Loga;
 - 8.8.2 familiarisation with the cultural diversity of the peoples in the region and acquisition of knowledge of local languages.
- 8.9 Due to the special nature of kinship ties among Pacific peoples, the Formation Team should be sensitive to the responsibilities associated with these ties and help novices to respond in ways that are compatible with the duties of Dominican life.
- 8.10 Each novice and simply professed brother is to deposit his money in an account in his name. Any withdrawals from accounts and any use of credit cards by the brother require the permission of the Novice Master or Student Master who shall consult the Formation Team. An accurate record shall also be kept by the Master of any major items of personal property that a candidate brings to the Order and is allowed to use during his Novitiate and period of simple profession. A brother who owns a car is not permitted to use it in the Order nor to make it available for use by the Order.

 Ratio Formationis Particularis

- 8.11 The vote to admit novices to profession in the Order is normally taken before Christmas. Following first profession, the novices will spend some time in relaxation before starting the academic year.
- 8.12 The Prior Provincial and Council may determine that the novices will undertake their canonical novitiate in the novitiate house of another province of the Order. In such case, the candidate will be advised in advance of his application for the novitiate that it is proposed or possible. Moreover, he will be advised that in such a case he will be required to undergo a pre-novitiate programme of three-to-four months in one of the houses of the Province (cf RFP 5.5). The Novice Master or Student Master shall keep in regular contact with any novice of this Province undertaking his novitiate in another province.
- 8.13 Where in accordance with 8.12 a novice undertakes his novitiate in another province, the Master of Novices of that other province shall be asked to report quarterly to our Provincial Council regarding the progress of the novice, and a vote shall be taken by our Provincial Council before the novice is admitted to profession by our province (cf LCO 196 & 198).

9. PROFESSION

- 9.1 In order to safeguard the rights of any applicant for profession, and to maximize the freedom of the Chapter and Council:
- 9.1.1 in the lead up to a vote on profession there shall be a preliminary report from the Master for confidential discussion by the House Chapter in which a candidate is discussed and an opportunity given for any further investigation or observation required;
- 9.1.2 after this preliminary Chapter meeting, the examination of the applicant for profession is conducted in accordance with LCO 191 by those appointed by the Prior Provincial, Vicar Provincial or Prior and Council;
- 9.1.3 the examination may be conducted by individual examiners or by panel;
- 9.1.4 the examiners present their report(s) to the House Chapter and Council or, in the Vicariate, to the House Chapter and Vicariate Council, in accordance with LCO 192;
- 9.1.5 the members of the House Chapter and the House or Vicariate Council shall discuss the candidate and report(s) and then vote; those voting in favour of the solemn profession of clerical candidates should be satisfied that the candidate has the necessary qualities for priestly life and ministry (cf CIC 1029) so that there should be no foreseeable obstacles to priestly ordination (cf CIC 1030).
- 9.2 In order that the candidate for vows or ordination can respond to the expectations of the Province, the reasons for his acceptance, rejection or (in the case of ordination) postponement should be discussed by the voting body and prudently communicated to him. With candidates for the Vicariate, care should be taken to ensure that they are free from custom obligations that might compromise profession.
- 9.3 Where a candidate has been living outside his community of assignation for the six months prior to the vote on profession or ordination, a consultative vote shall be taken in the

 Ratio Formationis Particularis

community where he has been living before the vote of the house of assignation is taken and the results of this vote and any report on the candidate's pastoral placement communicated to the Chapter and Council.

- 9.4 A candidate must live in the formation community for the six months immediately prior to the vote required for solemn profession.
- 9.5 In the Vicariate a clerical brother may apply for solemn profession after completing four years in simple vows which include a pastoral year. Co-operator brothers may apply for solemn profession after four years in simple vows which include three years of study.

10. THOSE RESPONSIBLE FOR STUDENT FORMATION

- 10.1 The student formation house for the Province is St Dominic's Priory, Camberwell, Victoria, Australia. The student formation houses for the Vicariate are St Martin de Porres House, Bomana, Papua New Guinea, and St Thomas Aquinas House, Henderson, Solomon Islands.
- 10.2 The Student Masters in the Province and the Vicariate are assisted by a Formation Team. The Team consists of:
- the Student Master;
 - the Superior of the Formation House;
 - a representative of the community appointed by the Provincial or Provincial Vicar after consultation with the Student Master and the community;
 - the Moderator of the Centre of Institutional Studies.

Where it is judged useful after consultation with the Student Master, the Provincial or Vicar Provincial may appoint a solemnly professed cooperator brother and/or a solemnly professed clerical student to the Formation Team.

- 10.3 The Student Master is to have regular communal meetings with those in his care to guide their formation in Dominican life. At these meetings, directives may be given, corrections made, reflection on community life initiated, or conferences on suitable topics presented.
- 10.4 The Student Master is to have regular discussions with each student about his progress in religious life.
- 10.5 While the Superior has overall responsibility for the welfare of the community, the Student Master may give dispensations to those in formation in particular cases (cf RFG 85).
- 10.6 The Student Master is to convene meetings of the Formation Team several times in the course of the year to review the progress of the students. Meetings of the Formation Team can also be requested by members of the Team or by members of the community. All members of the community are invited to contribute matter for discussion at any of these meetings.
- 10.7 At least annually the Formation Team shall meet with those in formation according to a procedure determined by the Team.
- 10.8 In order to assist him in assigning brothers to a Formation House and to ensure that each Formation House is composed of suitable brothers who will support the formation process

 Ratio Formationis Particularis

in accordance with LCO 161 and RFG 159-165, the Provincial will consult with the Formation Team in that house. Before assigning a brother to a Formation House, the Provincial or Vicar Provincial shall first consult with that brother about his commitment to the work of formation.

11. FORMATION PROGRAMME FOR CLERICAL STUDENTS

- 11.1 The formation programme for clerical students is to be flexible and adapted to the needs of each student.
- 11.2 Even before solemn profession and ordination, opportunities should be provided for preaching.
- 11.3 During each year of formation students spend some time in supervised pastoral work determined by the Student Master in consultation with the Formation Team and the particular student. This may be regular work of up to four hours per week during the instruction period and/or more extended periods of full-time work during non-instruction periods. Such work shall be chosen to further the maturity and competence of the particular student and to help him integrate studies and ministry. The Student Master, the supervisor of the pastoral work, and the student concerned should negotiate in advance the expectations for the period of pastoral work and there should be ongoing feedback and evaluation.
- 11.4 In addition to formal pastoral works, the students may, in consultation with the Student Master, attend seminars and short courses in counselling and other relevant areas, take part in clinical pastoral education programmes, and/or engage in organised theological reflection upon apostolic experiences.
- 11.5 Initial formation normally includes one year of extended pastoral work which is to be divided between the student's diaconate period and a period before solemn profession.
- 11.6 When appropriate, the students may join the diocesan seminarian day of reflection.
- 11.7 Pastoral placements in another house of the Province or the Vicariate are to be arranged in consultation with the Provincial or Provincial Vicar, and with local superiors. During and at the end of a pastoral placement, the local superior or brother appointed to supervise the student shall report to the Student Master after consultation with the local community. When appropriate, the students can join the diocesan seminarian day of reflection.
- 11.8 Appropriate pastoral placements may be arranged outside the Order, after consultation with the Prior Provincial or Vicar Provincial. The Student Master is to arrange for reports to be made on the student in such a placement by the person charged with the student's supervision.
- 11.9 The years after first profession are to include a structured course in human development, including (but not restricted to) formation in affectivity and celibacy, management of emotions such as anger and fear, physical health (diet, exercise, work and rest) and the practical demands of living in community (cf *Providence* 349).

 Ratio Formationis Particularis

The students are to be instructed in aspects of professional ethics that relate to religious life and apostolate. The documents *Towards Healing* and *Integrity in Ministry* (or the local equivalent) are also to be studied in this context.

- 11.10 Provision shall be made for Aotearoa-New Zealand students studying abroad to spend some part of their formation (studies and/or pastoral work) in their home country under the supervision of a suitable brother.
- 11.11 Each student shall be provided with needs such as a monthly allowance determined by the House Chapter and where necessary an adequate computer. Other expensive items, whether provided by the community, received as a gift or brought with a student when he joins, shall only be obtained or retained with the approval of the Master after consultation with the Formation Team (cf RFP 8.10).
- 11.12 During the summer recess, holidays, work in paid employment or in one of the houses of the Province or Vicariate, or pastoral placements, shall be arranged by the Master in consultation with the students and the Formation Team. Study programmes, such as short courses in languages or book keeping, may also be arranged by the Master in consultation with the students and the Moderator of the Centre of Institutional Studies.
- 11.13 Students from the Province may be given an opportunity during their formation to visit and do some pastoral work in the Vicariate; students from the Vicariate may likewise be given an opportunity to visit and do some pastoral work in the Province. The readiness of any students for this experience is to be carefully assessed, and they are to receive an appropriate orientation to the culture they are to visit.
- 11.14 In the Province, students are to have up to four (4) weeks' holiday annually with their family; those who are not able to do so take holidays elsewhere with the approval of the Student Master. Student community holidays are also encouraged.

In the Vicariate, normally students studying in their own country are to have up to four (4) weeks' annual holiday with their family. Students from another country will have a holiday with family every second year. Those who are not able to do so may take holidays elsewhere with the approval of the Master of Students. Student community holidays are also encouraged. At the conclusion of their holiday, students are to go to the nearest Dominican community to share in the regular life and pastoral work. The Master of Students in consultation with the students is to arrange pastoral work or other useful activities.

- 11.15 Upon recommendation of the Formation Team and CIS the Provincial Council may determine that a student shall do part of his institutional studies in an overseas Centre of Studies of the Order. This is especially to be considered when the number of students falls below three.
- 11.16 In the Vicariate, first year students do not normally undertake pastoral work. In subsequent years the Student Master, in consultation with the Formation Team, arranges, where possible, suitable pastoral work for students either during the academic year or over the extended holiday break. Students undertake a year of pastoral work after completing three years of institutional studies ; this is to be arranged by the Student Master in consultation with the Formation Team and the Provincial Vicar. Any pastoral work to be undertaken in the Province by students from the Vicariate is to be arranged by the Student Master in consultation with the Formation Team, the Provincial Vicar and the Provincial (cf 11.13).

 Ratio Formationis Particularis

- 11.17 In the Vicariate the Student Master normally arranges a weekly meeting on the spiritual life with those in formation. The whole community is invited to attend these meetings and other members of the community may be invited to lead such meetings from time to time. The Student Master also organises several times during the year a day of reflection for the students to which all members of the community are also invited.

In addition, a weekly meeting is normally convened by the Superior. It is attended by the whole community and is consultative. Without prejudice to LCO and the Statute of the Province the purpose of this meeting is to discuss matters normally pertaining to the House Chapter.

- 11.18 In the Vicariate students are to be involved as much as possible in the practical economic affairs of the House. In particular, they are to help the House Bursar in keeping the house books and preparing financial reports.

12. RECEPTION OF MINISTRIES AND ORDERS

- 12.1 While respecting the right of the Order and of the candidate to postpone reception of ministries, the ministries of Lector and Acolyte are normally conferred in the Province in the first year of simple profession (cf LCO 215-bis; RFG 117); in the Vicariate they are normally in the second or third year after first profession.

- 12.2 A candidate is approved by the Prior Provincial or Vicar Provincial for institution as Lector or Acolyte after the consultative vote of the Council of the House in which the candidate resides. The candidate is then instituted by the Prior Provincial or Vicar Provincial or his delegate. There is to be a period of at least three months between the reception of these ministries. The Student Master has responsibility for instructing the candidate about these ministries.

- 12.3 While respecting the right of the Order and of the candidate to postpone reception of Holy Orders, the Diaconate and the Priesthood may be conferred at the times permitted by the Order's privileges, i.e. Diaconate in the fifth year after first profession, and Priesthood in the following year (cf CIC 1032, 1; RSG 151).

- 12.4 The syllabus for the examinations for Holy Orders is to be found in Appendix Two of the RSP.

- 12.5 The examiners for Holy Orders are the Prior or Superior of the student formation house, the Moderator of the Centre of Institutional Studies, and the Student Master, or their delegates (cf LCO 248.I).

- 12.6 In the Province voting on admission to Holy Orders is by the House Council only; in the Vicariate voting on admission to Holy Orders is by the Vicariate Council only.

13. FORMATION PROGRAMME FOR CO-OPERATOR BROTHERS

- 13.1 The formation programme for co-operator brothers is to be flexible and adapted to the needs of each brother. Given the diversity of skills and abilities of those in formation, as well as the wide range of activities available in the Order, this programme is individually arranged

 Ratio Formationis Particularis

by the Student Master and the Moderator of the Centre of Institutional Studies, in consultation with the brother concerned and the Formation Team.

- 13.2 Maori co-operator brothers normally spend their formation period in Aotearoa-New Zealand.
- 13.3 The provisions of RFP 11 regarding pastoral experiences and training, professional ethics, financial matters, travel and holidays shall be applied with appropriate modifications to the formation of co-operator brothers.
- 13.4 With respect to the formation of co-operator brothers in the Province, the emphasis during the first three years after the Novitiate is on formation in Scripture and Theology. Pastoral training comprises an increasing proportion of the programme over this three-year period.
- 13.5 With respect to the formation of co-operator brothers in the Vicariate, the brothers should normally be enrolled for three years immediately following first profession in religious institutions for the purpose of consolidating their knowledge of the Christian faith, deepening their Dominican identity and preparing them for ministry. After such a period a brother normally undertakes further formation in keeping with his own capacities and the Vicariate's needs. Such formation may be theological, professional and/or technical.

14. CONTINUING FORMATION

- 14.1 Either the Commission for the Intellectual Life under the chairmanship of the Promoter of Continuing Formation or an individual brother may initiate a proposal for the brother's continuing formation (cf LCO 251-bis, 251-ter).
- 14.2 When a brother wishes to apply for leave to participate in a programme of continuing formation he should consult his community and submit an application form and budget proposal to the Promoter of Continuing Formation. Applicants are expected to make reasonable efforts to support themselves while on leave. Additional costs are met by the applicant's community and/or the Province's Leave Fund.
- 14.3 After receiving an application for leave to participate in a programme of continuing formation, the Promoter of Continuing Formation shall forward it with his recommendations to the Commission for the Intellectual Life under his chairmanship and then to the Provincial Council for a decision.

Once an applicant has been approved, it is the brother's responsibility, in consultation with his community and the Promoter, to make the necessary arrangements for enrolment in an institution, for accommodation and for travel.

- 14.4 Once a programme of continuing formation has finished, the brother is to submit a report and account of expenses to the Promoter of Continuing Formation and the Provincial Bursar.