

## J. The Registration Process

---

You will only be registered for the academic year if:

- You complete a registration form in full
- You indicate your course selections for the new academic year
- You sign your Registration Form
- You make payment (at least the minimum deposit for each course you select as well as any applicable registration administration fee / exam fee) and include the bank receipt with your registration form OR include a payment authorization (such as a credit card instruction) with your registration form.
- You have supplied any other necessary documents (ID, matric results, other qualifications, etc) with your registration form.
- If a current student, you have settled any outstanding debt on your student account (including fees, postage, library fines, missing books, etc).
- You have not been expelled from another institution neither are you suspended by TEEC.

**If your registration does not meet the above requirements then you will NOT be registered**

### Period of Registration

Registration opens on 01 November 2011 (2012 academic year).

Registration closes on different dates for different programmes:

31st January 2012 -	Bachelor of Theology
31st January 2012 -	Diploma in Theology
31st January 2012 -	Diploma in Theology and Ministry
10th February 2012 -	Award in Theology
15th February 2012 -	Higher Certificate in Theology
15th February 2012 -	Certificate of Competence in Theology

Early registrations qualify for discounts

NO late registrations will be accepted. If you post your registration to us then the bank deposit slip date-stamp and the envelope post-mark must be before or on the closing date (even if it only reaches

the College after the closing date that's OK provided the deposit and posting was done before registrations closed).

## **New Students**

If you are a new student who is registering with the College for the first time then it is in your own interest to submit your registration early so that any complications or queries can be resolved in good time. Check the admission requirements for your programme carefully and make sure that you provide everything that is required, and that your registration form is completed in full and is signed.

### **Study path**

If your studies are part of preparation for formal recognition of ministry within your denomination then it is very important that you consult your church training authorities and be advised by them as to the programme you should register on and the courses you should select. College staff can give you information about programmes and courses, but they cannot advise you regarding your denomination's study requirements.

Study on any TEEC programmes or courses does not guarantee ordination or licensing for ministry. Consult your church authorities.

### **Registration Forms**

You must submit your registration on the official 2012 registration form. These can be downloaded from the College website - [www.tee.co.za](http://www.tee.co.za) or the College can e-mail or post them to you upon request. Your church training authorities might also have copies of these forms - please ensure that they are for the correct academic year and programme.

Please provide a valid cell phone number / e-mail address as this helps the College keep you up-to-date regarding any changes, corrections, updates, alerts or transactions.

### **Entrance requirements & exemptions**

Check the entrance requirements for the programme on which you wish to register. These requirements are stipulated in law and cannot be negotiated. If you do not meet these requirements then you will not be registered.

The law does allow age exemptions under certain circumstances.

If you do not meet the entrance requirements of the programme you are considering, but you:

- are a person over the age of 45, or

- are a person twenty-three years and older who HAS a National Senior Certificate (or equivalent),

then contact the College to determine if you qualify under an age exemption. If so, then you will need to make a formal application.

### **Official documents**

If the programme entrance requirements demand copies of official documents (like an identity document or National Senior Certificate) then please include original certified copies of the relevant documents. Do not send the original. Make a copy of the document and have a Commissioner of Oaths certify it (a local police station or your minister might be able to do this). Send us the copy with the original stamps / signatures on it - do not make another copy!

### **Recognition of Prior Learning (RPL)**

If students wish to receive credit for work completed in another context then they need to request, complete and submit an RPL application form (together with the required supporting documents) to the RPL Secretary at the College. The relevant fees need to be paid in advance, and the proof of payment attached to the application. Applications will not be processed if there is outstanding debt on the student's account.

Note: Due to past abuses RPL applications are only processed for registered students. You are welcome to receive advice from the College as to what credit you are likely to receive - in order to guide you in your selection of courses - but the official recording of your credits will only happen once you are registered as a student and your RPL application is processed.

### **Student Number**

All new students, at their first registration, receive a student number. In subsequent years, and even when registering on new programmes with the College, the same student number is to be quoted and used. Please ensure that your student number appears on all correspondence (including faxes and e-mail) and academic work (assignments). Be ready to give it in telephonic conversations with the College staff. This speeds up the process of tracing your particulars, and also helps to keep your student file up to date.

### **Student Card**

A new Student Card is issued to every student in each academic year that they register. You will find it attached to your registration documents / materials. Do not lose it, you will be charged a Replacement Fee if it is reissued.

Your student card for the current academic year must be presented when visiting the College Library in Haddon. The current card, plus photographic ID (showing a photograph identifying you), must be presented for entry to Exam Centres. If you do not present a student card or photographic ID, you won't be permitted to write the exam!

### **Studying for non-qualification purposes**

If you do not intend to complete one of the College's study programmes but are simply taking individual courses for interest or further knowledge, then you are free to register for any courses – but please do confirm this in writing (otherwise the programme rules for course selection will be applied).

## **Current Students**

All registered students are posted a set of documentation and forms for the following academic year. You will also receive a Results letter after December 1st with the your results for the current year's courses (results are also posted on the College website).

If you are a TEEC student who is registering on a new programme for the first time then the instructions for "new students" above apply to you as well.

### **Registration Form**

The registration form posted to you towards the end of the year will have your current information already printed on it. Please correct anything that is out-dated, add anything missing, and include the details of your course selections for the new academic year. If you lose the pre-printed form we cannot replace it.

Please update any cell phone number / e-mail address as this helps the College keep you up-to-date regarding any changes, alerts, corrections or transactions.

### **Outstanding debt**

If you have outstanding debt then your results are not released at the end of the year. Neither will your registration be processed until all debt is settled. Any money paid to the College will first be used for settling your outstanding debt, and any balance left over will be used for your registration. If that amount is insufficient to register you, then you will not be registered. It is your responsibility to settle your debt in good time (preferably prior to registration). If you registered previously using option C then you signed an undertaking to settle this by June of the academic year.

## **Study Path**

If your studies are part of preparation for formal recognition of ministry within your denomination then it is very important that you consult your church training authorities and be advised by them as to the programme you should register on and the courses you should select. College staff can give you information about programmes and courses, but they cannot advise you regarding your denomination's study requirements.

Study on any TEEC programmes or courses does not guarantee ordination or licensing for ministry. Consult your church authorities.

## **Outstanding components**

Each course has a stipulated number of assessments. If you do not complete and pass all of these, then normally you fail the course and are required to repeat it. However, if you have submitted at least half of the required assessments - and passed them - then it becomes possible, under certain circumstances, to register only for the assessments you didn't complete or pass. This means that you will have the opportunity to do the work of the course over two years in order to complete that course. This saves you repeating the entire course. Registering for only the incomplete assessments on a course is referred to as a "component registration".

Look at your Results Letter to see if any of the incomplete / failed assessments have been marked as being eligible for component registration.

If you qualify for component registration, then you must do so in the very next academic year – the option to register for components cannot be postponed until later (in other words, you do the work of the course over two consecutive years).

You will do the assignments set for the new academic year, which will be sent to you, not the 'old' assignments.

See page R19 of the College Regulations for full details.

## **Repeating a course**

If you have failed a course (and do not qualify to only repeat outstanding components) then it is recommended that you repeat the course in the year following. This will enable you to work from the workbooks you already have, but you will need to work on and submit the assessments that have been set for the new academic year (throw away your old assignment booklet and only work from the new one so that you don't get confused). There is a reduced fee for repeating a course (as your workbooks are not reissued to you).

However, if course material is revised, then you will need to register for the course in full in order to receive the revised material as the new assessments will be based on the new revised material.

### **When to register**

For new courses, preferably as soon as possible to qualify for the early registration discounts on course fees.

If you have registered and you become aware that you qualify for any repeat or component registrations then register for those before the closing date using an additional registration form (the fees for those are the same during the whole registration period).

## **Foreign Students**

Due to delays that happen with international postage, please register early! You need to allow at least one month of postage, otherwise you will not receive your materials in time for you to complete and submit your first assignments!

### **Postal address**

On your registration form please include the postal address that you will use for sending and receiving your assignments and other College communications.

If your postal address is a PHYSICAL address (a place), then we will courier your study materials to you where that is more economical. If your normal postal address is not a place (a Post Office box) and you would like to have your materials couriered to you then please attach a note with your physical address to your registration form. Whether materials are sent by Post Office or Courier, the cost of postage is charged to your student account.

## **Study Fees**

The table of relevant fees for the academic year is printed with the course information. Each programme has its own fee structure and these are revised every year. Use the correct yearbook when calculating your fees.

Please note that:

- each course you register for has a fee
- those courses with exams have an additional exam fee
- some programmes have additional administrative fees

Also see the Rules & Regulations for the "Finance and Fees Policy".

Fees are to be paid at registration (otherwise you will not be registered). If you pay your fees in full by certain dates, you qualify for reduced fees. These are described as Options A and B in the fee tables.

If you cannot pay your fees in full when you register, then you have the option to pay the deposits for each of your courses at registration and the remainder of the outstanding fees in instalments up to and including June. See Option C in the fee table.

Please note that you can only register up to three courses on option C - any additional courses must be paid for in full at registration. Interest is charged on outstanding fees not settled by June.

## Payment Options

You may choose between payment options A, B or C. Indicate your choice of payment option on the Registration Form - and sign it.

The signed Registration form must be submitted together with a "proof of payment" / "payment instruction" that corresponds with the payment option you have indicated on your Registration Form (for option A or B this will be a discounted full payment; for option C it will be the required minimum deposits for each of your courses).

A "proof of payment" is where you have already deposited the money to our bank account, and then you send confirmation of the deposit together with your registration form. When we reconcile your deposit on our bank statement we will then proceed with your registration. Instructions on how to make deposits are given below. A "payment instruction" is a completed form such as a Credit Card Authorisation form. We process the form, and once the bank has made the transfer we credit your student account and proceed with your registration.

**Note:** A Registration form without a matching payment (either a 'proof of payment' or a 'payment instruction') will not be processed. You will not be registered.

## Methods of Payment

There are six ways to pay your fees - they are listed here, and described in detail further down:

1. M65 bank deposit
2. Normal bank deposit - at Standard Bank South Africa

3. Cheque / Money Order / Postal Order
4. Credit Card
5. In person (at the College in Johannesburg)
6. EFT / Internet transfer

**In every instance a reference must be used:**

Current students: Use your **student number** with your **surname and initials**. No first names.

New students: Use your **ID or Passport number** with your **surname and initials**. No first names. Make sure you put the same ID or passport number on your registration form, otherwise we cannot match your payment!

**VERY VERY IMPORTANT:** If someone else makes the deposit for a student, they must use the student's details as the reference on the deposit slip (and not the depositor's details)! Otherwise we cannot match the deposit to the registration form and the registration will not be processed.

MULTIPLE PAYMENTS. If a sponsor or church is paying for more than one student - you must include the names and student numbers / ID numbers of those for whom the payment is made together with an allocation of an amount against each individual so that the correct student accounts can be credited with the correct values. Include this list together with the relevant registration forms.

**Method 1 - M65 bank deposit**

All current students are sent an M65 form with the new yearbook. It can be used at any Standard Bank branch in South Africa. It has space for your surname and student number, and the College bank details are already printed on it. This is the best and safest way of making a deposit - be sure to use the student's details for the reference, (not the depositor!).

1. Make sure your reference on the deposit slip is correct:  
For **Current students**: Fill in the Student's STUDENT NUMBER plus SURNAME and initials.  
For **New students**: Fill in the Student's IDENTITY NUMBER or PASSPORT NUMBER - make sure that the same number is written on the registration form.
2. The M65 has three forms. The bank will stamp all three, keep one, and give two back to you. You must keep one of those for

your own records as proof of payment. The other you will post (or fax) to the College together with your registration form.

### **Method 2 - Normal bank deposit**

You may make a deposit at any branch of the **Standard Bank** in South Africa using one of the bank's deposit forms. However you must complete the form correctly.

1. Make sure your reference on the deposit slip is correct:  
For **Current students**: Fill in the Student's STUDENT NUMBER plus SURNAME and initials.  
For **New students**: Fill in the Student's IDENTITY NUMBER or PASSPORT NUMBER plus the student's SURNAME - make sure that the same number is written on the registration form.

2. College Bank Details

Standard Bank Branch: **Southdale**  
Branch Code: **006405**  
Account Number: **201075814**

**Always make payments into the College bank account - never send your money to a marker. If you pay via your church then check that they made the payment on your behalf.**

### **Method 3 - Cheque / Money Order / Postal Order**

Make these payable to "TEE College". These must be attached to the registration form. These documents must be posted to the College, they cannot be faxed.

Write your details on the back of any cheques or postal orders.

**DO NOT send cash in the post - not even by registered post!**

If you pay by cheque, and it is returned to us by the Bank for whatever reason, we will charge you an admin fee of R50 and will give you 48 hours to pay at least the minimum deposit required to process your registration.

### **Method 4 - Credit Card**

You can pay your fees with a VISA or MasterCard credit card.

If you come to the College in person, the transaction will be completed with you.

You can also use a "Credit Card Instruction" form. Either download one from the College web site or request that one be e-mailed or faxed to you. You will need to complete it, sign it and send it back to the College together with your registration documents.

### **Method 5 - In person**

You may pay in person at the College during normal College working hours. Please note that there are times in the day when staff might not be available - see the inside cover of the yearbook.

If you wish to register in person at the same time as making payment then do take note of the earlier cut-off date for registering in person at the College - described below.

### **Method 6 - EFT - Internet Transfer:**

You may transfer your fees directly to our bank account using the bank account details given above. Your bank might give you the option to forward a proof of payment to us -- make sure that your student number is clearly reflected. It is preferable to attach the confirmation to your registration documents than having your bank send it to us directly separately from all your other registration documentation. Stray bank deposits / confirmations are usually only reconciled in March (once all the last-minute registrations have been dealt with), and if we haven't already identified your transfer on the bank statement before the closing date then it will be too late to register you, and your money will be refunded to you.

## **How to Register**

1. Select your programme/courses for the new academic year
2. Complete the registration form
3. Make the relevant payment
4. Collect together the relevant documentation
5. Submit all this together to the College in good time

Don't forget your proof of payment or any certified documents.

**Note:** All the documents for your registration must be submitted together. Incomplete / partial registrations are set aside, we do not go hunting for your stray bits and pieces.

### **Post**

New students are required to post (or deliver) their registration documents to the College. We need the documents with the original signatures. Send everything together, not separately.

If you post your documents before the closing date, and we receive them after the closing date, then we will still process it (if the bank

deposit-slip date-stamp and the envelope postmark show that you did this before the closing date). There is no need to use a courier or speed services to get registration documents to the College. Post early to avoid anxiety!

### **Fax**

Only current students registering for courses on a programme they have already started may fax their registration form together with their proof of payment.

We are not permitted to accept faxed documents for new students or for existing students starting new programmes (a legal requirement).

### **Online**

Only current students registering for courses on a programme they have already started may use the online registration form on the College website - [www.tee.co.za](http://www.tee.co.za). Please fax or e-mail your proof of payment and indicate that you registered online.

### **E-mail**

Only current students may e-mail scanned registration forms with proof of payment as attachments to [admin@tee.co.za](mailto:admin@tee.co.za). You must use an official registration form for the correct year and programme, and it must be signed. You can't simply "write a note"!

### **Telephone**

No registrations may be made over the telephone.

### **In-person**

Registrations may be dropped off at the College during normal College hours.

Registration documents delivered at or after 15:30 on Mondays to Thursdays (and at or after 15:00 on Fridays) will only be processed on the following working day. Materials will not be issued, they will be posted.

### **An Important change for the 2012 Registration Period!**

Due the vast number of last-minute registrations January 20th is the last day that students will be able to register in-person during normal College hours. After this date registration documents can still be dropped off and payments made, but registrations will be queued and materials will be posted.

## Registration Open Day

Saturday January 28th 2012 is an open registration day at the College where local students are welcome to visit in person and register between 8:30 and 11:30. Please do not phone on that day, calls will not be answered.

### What happens after you submit your Registration documents?

Once you submit your properly completed registration form with supporting documents and payment details, AND we can reconcile your payment on our bank statement, then your registration is normally completed within three (3) working days counted from when we reconcile your payment!

However, in the two weeks before the registration closing date this time-period becomes much, much longer.

**Note:** Deposits to our bank account must reflect on our bank statements before we proceed with your registration. International deposits and deposits made at banks other than Standard Bank may take several days before they reflect on our statement.

**If everything is in order:** we will process your registration, and dispatch your materials with a tracking number to the address you provided. If you gave us a valid e-mail address, we will attempt to e-mail the tracking number to you. If you gave us a valid cell phone number we will attempt to SMS the tracking number to you.

**If there is a problem with your registration:** a member of staff will attempt to contact you directly using the contact details you provided on the registration form.

**If there are insufficient funds:** we will try and speak with you, failing which we will register you for those courses which your funds cover. This usually happens if you had outstanding debt or if you did not calculate your fees correctly.

**If you sent your registration in good time and have not heard from the College after ten days - please phone. If you wait longer than two weeks then the College accepts no responsibility for getting your material to you in time.**

If we cannot reach you to resolve any problem with your registration and neither do we hear from you before the closing dates, then your registration will be rejected.

## Checking if you have been registered.

If you posted your documents, only call the College after a week has passed. If you faxed your documents only call the College after three (3) full working days have passed.

**Current students** please quote your student number so that we can confirm if you have been registered and if your materials have been dispatched with a tracking number (have a pen and paper ready when you call).

**New students** please quote your ID number / passport number (the same one that you wrote on your registration form!) so that we can confirm if you have been registered and if your materials have been dispatched with a tracking number (have a pen and paper ready when you call).

## Receiving your TEEC study materials

Study materials for students in South Africa and some surrounding countries are posted via the South African Post Office in a padded parcel with a tracking number. Other international students will have their materials dispatched by courier with a tracking number. In a few instances the study materials (particularly for repeat or component registrations) do not qualify as a parcel, and are therefore sent via ordinary mail with a tracking number.

If you provided an e-mail address we will e-mail the tracking number to you when your parcel is dispatched, similarly if you provided us with a cell phone number we will SMS the tracking number to you.

Once you have your parcel's tracking number (sent to you by e-mail or SMS, or you phoned the College and asked for it) you can track the parcel via the Post Office or Courier "Track and Trace" system:

- For tracking numbers starting with PE or RD or PA call 086 111 502 or check online at <http://www.sapo.co.za>

Once the parcel arrives at the destination Post Office you will need to collect it. Take photographic ID with you. The Post Office might not inform you that the parcel has arrived, so you will need to ask for it - quoting the tracking number. If you do not collect your parcel it will be returned to the College. Your student account will be charged if we have to re-post returned materials

to you.

- For tracking numbers starting with GD check online at <http://www.tnt.com>

The courier will deliver the parcel to the address you supplied.

When you receive your parcel, please check:

- Your Confirmation of Registration letter – that your details are correct and that you are correctly registered for your courses;
- Your Student Card – that the details are correct, you will need this for access to exam centres;
- Your course materials (a packing list inside the parcel will indicate what should be included).

Note: If your parcel contains a “to follow” slip, this will say what materials could not be included as the College is out-of-stock – the listed material will be posted to you once we have it in stock again. This usually happens when there are very many last-minute registrations for a particular course.

If you have any queries, or if there are any errors with the package contents, please contact the College within two weeks of receiving your parcel, otherwise you may be charged for replacement material.

## Collecting your study materials from the College

If you make arrangements for your materials to be collected from the College (i.e. we don't post or courier them to you), then indicate that clearly on your registration form - it is not easy to change delivery methods once your registration is being processed.

The person collecting the material (if not the student) must know the details of the person for whom they are collecting. This person is also required to check the materials and sign for them – indicating that everything is correct and that all relevant material has been received. If the person collecting materials on behalf of a student loses any material after signing for it then replacement material costs will be charged to the student's account.

## Additional orders from the College

Any student requesting a new Student Card, Academic record, DVD, course material, etc must submit the request in writing to the College together with proof of payment before the College will dispatch the requested items.

## Replacing lost / damaged / stolen course material

You will be charged for the replacement, as well as postage or fax costs, of any course material, assignment booklets, tutorial letters, DVDs, replaced during the year.

This does not apply to serious printing errors in materials, which the College will correct at its own cost.

## Cancelling Courses

Students who cancel their courses in writing before the due date of the first assignment will be charged a cancellation fee of 40% of the total course fee. All administration fees are non-refundable.

Courses cancelled after the due date of the first assignment must be paid for in full, even if no work is done. Courses with an exam will always have the exam fee refunded when the course is cancelled.

Dear Student,

During this next registration period we will be processing over 4000 registration applications and will be dispatching material for about 9000 courses. If you have followed the instructions above, and you register early, the turn-around time for getting you registered and your materials into the post is 24 to 36 hours.

If you wait for the last two weeks prior to the closing date (like 40% of our students), then that process can stretch to 14 days if we run out of materials. The switchboard will be jammed and many staff members will have their hands full and will not be able to give you the amount of time that we could give to those who called and registered early.

Students who opted for the instalment option (option C) signed an undertaking to complete payment by June. A number of students have not honoured their undertaking. For those students this means no results, and no academic record. This will require staff members to now manually process what has already been done for those who settled their account, and this will take extra time - which will delay your selection of courses and then the processing of your registration. If you wait to settle outstanding debt only when you are trying to submit your registration, then expect complications and delays plus the possibility not being registered for the new year.

Registration can be easy, or it can be frustrating. It depends on you as to which route your registration is likely to go!

We look forward to registering you for studies.

The College staff  
Student Administration