

Registering at TEE College

Welcome to the Theological Education by Extension College

The College was established by churches in Southern Africa to provide theological education resources for men and women who are seeking to be better equipped in serving God and their communities through ministry.

We are a distance-education College that works with various churches in an extension relationship. This means that there are certain resources and services that are provided by the College, and that the local church, in various parts of Southern Africa, seeks to support students locally.

It is therefore important that you are in conversation with your church authorities with regard to your studies. Particularly if your studies are to be formally recognised by your church for authorised ministry.

It is important that you:

- find out what your church requires for study through TEE College
- choose the correct programme to study on (as it is not always possible to make changes later)
- complete a registration application correctly

**Read this booklet carefully and it will guide you through
a successful registration**

This booklet describes the various registration options and processes

It lists the courses on programmes offered by the College and legal information about the College

Once registered on a programme new students will be sent the appropriate Year Book as well as a Study Aid booklet.

The Rules, Regulations and Policies booklet deals with important issues which you need to know about as a student of this College.

All this information is also available from the College website - www.tee.co.za

As you pursue studies in response to God's call it is our prayer that you will be equipped through your work on the various courses you select, that you will learn and grow in your own understanding, faith and ability, and that you will find your own work and ministry strengthened and enriched from your studies.

Conditions for Registration

You will only be registered for the academic year if:

- You complete a College Registration Application Form in full:
 - You provide the required personal and contact details
 - You indicate your course selections for the new academic year
 - You sign your Application Form
- You meet the entrance requirements for the programme and have supplied any other necessary documents (ID, matric results, other qualifications, etc) with your application form.
- You make payment (at least the minimum deposit for each course you select as well as any applicable application 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 application form.

Your Application Form with all supporting documents must be sent TOGETHER to the College

Exception: Only CURRENT students continuing on a programme that they have already started may use the ONLINE registration process described below.

You will not be registered:

- If you are a current student and you have not settled any outstanding debt on your student account (including fees, postage, library fines, missing books, etc).
- If you have been expelled from another institution.
- If you are currently suspended by TEE College.

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

If you are registering for personal study and are selecting courses out of interest – please include a note explaining that, otherwise we will apply the programme rules for admission and pre-requisites.

Registration Periods

Some programmes /courses are only offered once in an academic year and those registrations take place in the First Semester period.

The Higher Certificates (and some courses on year-long programmes) are semesterised, and registrations can take place in the First Semester or the Second Semester registration periods.

First Semester

Registration is open from 01 November. Closing dates per programme are given below.

Closing date for students outside the RSA

15 January – for all programmes

International students please make careful note regarding the instructions below for getting your study material sent to you.

Closing dates from students within the RSA

Registration closes on different dates for different programmes:

31 January - Bachelor of Theology

31 January - Diploma in Theology

31 January - Diploma in Theology & Ministry

31 January - Higher Certificate in Theology

10 February - Award in Theology

20 February - Certificate of Competence in Theology

Second Semester

Registration is open from 01 April

Closing date for students outside the RSA

15 May – for all programmes

International students please make careful note regarding the instructions below for getting your study material sent to you.

Closing dates from students within the RSA

31 May - for all programmes

If you pay your fees in full with your registration application then you qualify for the discounted course prices – Option A.

If you choose to pay for some of your courses in instalments then there is no discount and you will pay the full price for those courses – Option C. ***If you had an outstanding balance on your student account by 31 Oct then you will not be offered Option C in future years.***

NO late registrations will be accepted.

If you post your registration to us then the EFT transfer date / bank deposit-slip date-stamp and the envelope post-mark must be before or on the closing date (If your registration documents only reach the College after the closing date that's OK provided the payment and posting of documents was done before the registration period closed).

If you are a current student who is registering for the first time on a different programme then you need to read both the “new students” section and the “current students” section.

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 application 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 application 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. Programme outlines are given towards the end of this booklet, alternatively request a programme brochure from the

College or see the College website.

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

Application Forms

You must submit your application on the official registration application form for the correct year. These can be downloaded from the College website – 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. (We do not fax application documents).

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

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.

- Short-course programmes began phase-out in 2016, and there are no new student registrations on those programmes.
- Accredited programmes usually require a National Senior Certificate (NSC), or equivalent. Students who lack an NSC can attempt to successfully complete the TEEC Access Assessment for admission to an accredited programme.

The law does allow age exemptions under certain circumstances (where academic ability is known), so do be in conversation with staff at the College to explore which options will be most useful to you.

Also see the “Admissions Policy” in the College Rules, Regulations & Policies booklet for full details.

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 certified copy with the Commissioner's original stamps / signatures on it—do not

send us a copy of the certified copy!

Transfer of Credits

It is the policy of TEE College that credits are only transferred for work completed on a registered and accredited programme offered by a registered institution. Request a Transfer of Credit application form from the College.

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, CAT & 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 CAT or RPL application is processed.

Student Number

All new students, at their first registration with the College, 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 as this speeds up the process of tracing your particulars.

Confirmation of Registration Letter

A Confirmation of Registration Letter is issued to every student in each academic year that they register. It will be posted to you with your study materials. This is the official confirmation that you are registered with the College.

Studying for non-qualification purposes (NDP)

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 admission and course selection will be applied). Please note that studies on NDP do not count towards a qualification or graduation.

Be clear about your church's graduation requirements before starting NDP studies.

Current Students

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

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

Application Form

The application 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 that is 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, either use the online application process or download a blank form from the College website.

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

Online Application

Only current students may use the online application process – login details have been sent to the email address on file. If not received, please update your email with the College and request that your online account be reactivated.

The online process will guide you through your course selection and study material delivery option. Once selections are complete you must click the "Submit" button for your application to be passed to College staff for processing. Once we receive your matching payment then your application will be processed and dispatched without you needing to send anything else to the College.

Outstanding debt

If you have outstanding debt on your College student account then your results are not released at the end of the year. Neither will a new registration application 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

application. If that remaining amount is insufficient to register you, then you will not be registered. You signed an undertaking to settle your debt by Final Due Date otherwise your account incurs interest.

If any outstanding balance on your student account was not settled by 31 October you will not be offered Option C for future years. New courses must be paid for in full at registration.

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 successfully completed at least half of the required assessments then it becomes possible, under certain circumstances, to register only for the assessments you didn't complete or pass. This means that for some courses you will have the opportunity to do the work of the course over two years in order to complete that course. Registering for only the incomplete assessments on a course is referred to as a "component registration".

Note: there are certain circumstances where it is not possible to do a Component Registration:

- the course does not permit it (see the Year Book)
- the course material has changed
- the course assessment framework has changed

Check the Results Letter issued in December 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 semester / 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.

Also see the "Admissions Policy" in the College Rules, Regulations & Policies booklet.

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 complete 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 apply

Apply for your new courses as soon as possible to obtain your materials early and get a head-start on your work. You then also avoid any stock / materials shortages.

If you have registered early, and then become aware that you qualify for any repeat or component registrations, then register for those components before the closing date using the online application process or a blank application form (the fees for components are the same during the whole registration period – if you have already paid an application administration fee you do not pay it again).

International Students

Due to delays that happen with international postage, you must apply before January 15th for First Semester registrations and before May 15th for Second Semester registrations. You need to allow at least one month for postage, otherwise you will not receive your materials in time for you to complete and submit your first assignments!

Payments

Please choose an appropriate payment method out of the options given further down. Bear in mind that international transfers may take several days before they reflect on our bank statement.

It is very important that you forward proof of payment to us as the bank transfer often removes any reference you used and we don't know to whom we should allocate the payment to.

We are not able to receive payment by Postal Order, Money Order or Foreign cheque. If you send these to us we will return them to you, and you will not be registered with the College.

Postal address

On your application form use your normal postal address (for your assignments and College communications).

If your postal address is a PHYSICAL address (a place), then we will either courier your study materials to you or use the post office, whichever is more economical.

If your normal postal address is not a place (such as a Post Office box) and you would like to have your materials couriered to you then please include your physical address on the back of your registration form. Whether materials are sent by Post Office or Courier, the cost of postage is charged to your student account.

See the "Registration Regulations" in the College Rules, Regulations & Policies booklet for details.

Study Fees

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

Please note that:

- each course you register for has a fee
- those courses with exams on accredited programmes have an additional exam fee
- accredited programmes have an additional application fee
- Students who had outstanding accounts on 31 October will not be offered Option C for future registrations.
- Students using Option C MUST supply a physical address (on the back of the application form).

Also see the "Finance and Fees Policy" in the College Rules, Regulations & Policies booklet.

Fees are to be paid upfront – send your proof of payment or payment instruction together with your application (otherwise you will not be registered).

If you pay your fees in full when registering you qualify for reduced (discounted) fees. This is described as Option A in the fee tables.

For some courses you might have the option to pay the course fee in instalments – you pay the deposit with your application and then make the prescribed instalment payments (This is described as Option C in the fee tables). There is no discount.

Students who used Option C but did not settle their accounts will not be offered Option C again.

Payment Options

Please refer to your application form to indicate use of Option A or Option C for courses.

The signed Application Form must be submitted together with a "proof of payment" / "payment instruction" that covers the required minimum for the courses have indicated on your Application Form.

A "proof of payment" is where you have already deposited or transferred the money to the College's bank account, and then you send confirmation from your bank of the deposit / transfer together with your application form.

Only when we reconcile your deposit on our bank statement we will then proceed with your application. Instructions on how to make deposits are given below.

A "payment instruction" is a completed form such as a Credit Card Authorisation form sent together with your application. Once the bank has processed your Credit Card authorisation we credit your student account and proceed with your application. (Note that Master Card does not allow this – you will have to use another payment option).

Note: A Registration Application 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 seven 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. EFT / Internet transfer
4. Online payment
5. Credit Card

6. Cheque

7. In person (at the College in Johannesburg)

We do not accept Money Orders or Postal Orders

In every instance a payment 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 application form, otherwise we cannot match your payment!

VERY VERY IMPORTANT: If someone else makes the deposit for a student, that person 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 application form and the application will not be processed.

MULTIPLE PAYMENTS. If a sponsor or church is paying for more than one student please request and use a Group Registration Form.

Method 1 - M65 bank deposit

All current students are sent an M65 deposit 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. 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.

1. Make sure you fill in the reference fields on the deposit slip correctly:

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 application form.

2. The M65 has three pages. The bank will stamp all three, the teller will keep one, and give two back to the depositor. You must keep one for your own records as proof of payment. The other you will post (or fax) to the College together with your application 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 have made the payment on your behalf.

Method 3 - EFT / Internet Transfer:

You may transfer your fees directly to the College 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 / reference is clearly reflected.

It is preferable to send the confirmation to yourself and then attach the confirmation to your application documents rather than having your bank send it to us directly separately from all your other application documentation.

Stray bank deposits / confirmations / incomplete registration forms / odd pages etc. are only reconciled after all the final application 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 any money deposited will be refunded (on written

request).

Method 4 - Online payment

TEE College is setting up an online payment gateway to process Credit & Debit card transactions. This can be used to make the fee payments required for registration as well as for Option C instalments during the year.

See the College website for access to the payment gateway.

Method 5 - 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 will need to know your PIN number).

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. Follow the instruction on the form in order to complete it correctly, and then send all that back to the College together with your application documents. Note that Master Card does not allow this - you will have to use another payment option.

Method 6 - Cheque

Any cheque used to pay this College must be drawn on a South African branch of a South African bank. Although Standard Bank operates in other Southern Africa countries you cannot use cheques for accounts in those countries.

Make these payable to "TEE College". These must be attached to the application form (not loose in the envelope). These documents must be posted to the College, they cannot be faxed.

Write your details on the back of any cheques.

We only process your application after your deposited cheques has been cleared (which can take 10 - 14 days). Payment by cheque always delays your application!

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 (Option C). Failure to do so will result in your registration being cancelled.

Method 7 - In person

You may pay in person at the College during normal College working hours. You can pay by cash, credit card or cheque.

If you pay by cheque then we cannot issue your materials – once the bank has cleared your cheque materials can be issued.

Please note that staff are available between 9am and 3pm during registration periods.

If you wish to have your application processed 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.

How to Register

1. Select your programme / courses
2. Complete the application form
3. Collect together any additional relevant documentation
4. Make the appropriate payment
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 any stray bits and pieces.

Please do not send documents many times. This slows down your application while we reconcile them for changes.

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 your application (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 application 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 application 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 as we need to hold documents with original signatures.

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. Please fax or e-mail your proof of payment and indicate that you registered online.

E-mail

Only current students registering for courses on a programme they have already started may e-mail scanned application forms with proof of payment as attachments to admin@teec.co.za. You must use an official College application form for the correct year and programme, and it must be signed. You can't simply "write a note"!

Telephone

No application can be made over the telephone.

In-person

Application documents may be delivered to the College during normal College hours.

Application documents can only be delivered after 9:00 and before 15:00 on Mondays to Fridays. Outside those times they will be set aside for later processing and neither will study materials be issued.

A very important note!

Due to the vast number of last-minute applications, January 19th is the last day that students will be able to register in-person at the College. After this date application documents can still be delivered and payments made, but application forms will be queued and study materials will be dispatched later.

Registration Open Day

The last Saturday in January is an open registration day at the College where students are welcome to visit in person and register between 8:30 and 11:30. 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 have reconciled 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 application. International deposits and deposits made at banks other than Standard Bank may take several days before they reflect on our bank statement.

If everything is in order: we will process your application, 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 application form. If the problem is with your choice of courses, and we are not able to reach you, then we will select appropriate courses based on the programme's study path.

If there are insufficient funds: we will try and contact 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 working days - please phone. If you wait longer than two weeks before following up on a problem, and we are up against deadlines, 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 application and neither do we hear from you before the closing dates, then **your application will be rejected**.

Do not wait until the closing date of a programme before phoning the College. On closing dates, and on the day following, staff are extremely busy processing last-minute application and are usually not available for phone calls.

Checking if you have been registered.

If you posted your documents to us, and after a week have not received a communication from the College either with a query or with your tracking number, then call us. If you faxed your documents only call the College after three (3) full working days have passed.

If you gave us an email address then you will receive email alerts – including an email regarding the dispatch of your study materials.

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 to write down the tracking number).

New students please quote your ID number / passport number (the same one that you wrote on your application 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 to write down the tracking number).

NOTE: All registrations are subject only to the discretion of the TEEC Executive Directors. For Admission Procedures see the earlier section - “Conditions for Registration” as well as the College’s Admission Policy in the Rules & Regulations booklet.

Receiving your TEEC study materials

Applications are processed at the College’s office in Johannesburg and study materials are dispatched from there. You have several options for receiving your study materials.

They are listed here and explained below:

1. Collect when applying “in person” at the College.

2. Collect from the College once packed and ready for dispatch.
3. Request that your materials be sent via the POST OFFICE – this includes a tracking number.
4. Request that your materials be sent via COURIER to a physical address where an individual will sign for collection – this includes a tracking number.

If you select options 2, 3 or 5 then you must include a valid email address and a valid cell phone number on your application form. The collection instructions will be emailed to you – we do not phone you. The Courier company will use your cell phone number for dealing with issues relating to the delivery.

**If you do not indicate a preferred delivery option,
or if you do not provide the required
information for your selected delivery option,
THEN we will post to you using the Post Office.**

1. Collect when applying “in person” at the College

Students who choose to register “in person” (described in the How to Register section above) can usually collect their materials at the same time. This is dependent on materials being in stock and the capacity of the Dispatch staff to handle ad-hoc collection requests. Please be prepared to wait.

2. Collect from the College once packed and ready for dispatch

If you sent or dropped off your application documents, or visited in person but did not have time to wait, and prefer to pick up your materials when they are packed (rather than use the Post Office or a Courier) then indicate that option on your application form.

3. Request that your materials be sent via the POST OFFICE

Selecting this option means that we will send your materials using the South African Post Office Economy Parcel option – which includes a tracking number. We will SMS or email the tracking number to you using the information on your application form.

It is the recipient’s responsibility to collect the parcel from the destination Post Office. Once TEE College delivers the parcel to the Post Office then all queries are to be directed to the Post Office. Do not ask College staff where your parcel is – only the Post Office knows that. Use the www.parceltrack.co.za website or call 0860 111 502.

If you do not collect your parcel from the destination Post Office, then the Post Office (after three weeks) will send it back to the College and charge us for the return postage, which we will charge to your student account. Staff will attempt to contact you to verify your delivery address and will repost your study material. The repost charges are added to your student account. This happens each time the parcel is returned to the College uncollected.

If study material has been returned to the College and there is insufficient time to study and prepare for the first assignment, then courses will be cancelled and the material returned to stock. The student remains liable for any registration application fee, any cancellation fees, and any postage charges.

See the College Refund Policy

4. Courier to Depot - This option is no longer available.

5. Request that your materials be sent via COURIER to a physical address where an individual will sign for collection

This is the most direct and secure delivery option – and the most expensive. The cost is charged to the student’s account.

Once TEEC dispatches your study materials, the Courier (and their associated network) will attempt to deliver the parcel to major urban areas within 24 hours, and may take up to 72 hours for remote or outlying areas.

You need to provide:

- A physical address to which the parcel will be delivered
- A cell phone number

You need to ensure that someone will be present at the supplied address to take delivery of the parcel and sign for it.

If delivery is attempted and no one is available to receive the parcel then the Courier will contact the student using the supplied cell number. A second delivery attempt will be made and if the student is not contactable, does not respond to messages, or fails to comply with follow up instructions then undelivered material will be returned to TEEC and associated costs will be charged to the student’s account.

The further away a delivery address is from major centres then the more expensive the delivery cost becomes.

A courier delivery cost is made up of several costs: A Base Rate

which applies to all parcels and gets them to urban centres, an additional Regional Cost for outlying areas (including small towns), and an additional Surcharge for remote, rarely used or difficult-to-reach places.

On the CourierIT website - www.courierit.co.za - you can use the Areas Serviced link to access the "Suburb Lookup" tool. Enter your postcode, click on Find - this will show you which rates will apply.

When you receive your parcel, please check:

- Your Confirmation of Registration letter - that your details are correct - especially email & cellphone number - and that you are correctly registered for your courses;
- Your course materials (a packing list inside the parcel will indicate what should be included).

Note: If any items are marked in the "to follow" column, this means that those 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. There is no need to call the College. If, after three weeks, you have not received the items marked "to follow" then do call the College. Stock shortages usually happen when there are very many last-minute registrations for a particular course - it is always best to register early.

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.

Library

TEE College operates a postal-loan lending library. Currently registered students may request items which will be posted to them, the postage cost is charged to your student account.

The library catalogue is available through your online login. You can also submit item requests through the online system.

See "TEE College Library" in the Rules, Regulations & Policies booklet for more information.

Currently registered students who visit the library in person must first sign in at reception and present appropriate photographic ID (ID book / passport / driver's license - not work badges) before using the library.

Exam Centres

Students writing an Exam will be sent an Exam Notification Letter in August to confirm their exam venue and the exams to be written. Your exam preparation themes / questions are included at the back of the course assignment booklet that was sent to you with your study materials. Please check your assignment booklet before calling the College.

Students will only be admitted to an exam centre on presentation of their Exam Notification Letter together with appropriate photographic ID (ID book / passport / driver's license - not work badges).

Additional orders from the College

Any student requesting an Academic record, DVD, course material, etc. must submit the request in writing to the College together with proof of payment before the College will prepare / 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 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. Courses with an exam will always have the exam fee refunded when the course is cancelled. 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.

See the "Registration Regulations" in the Rules, Regulations & Policies booklet.

College Programmes

TEE College currently offers seven programmes for study that are registered with the Department of Higher Education and Training.

Access Assessment

Students wishing to access Registered programmes, but who lack

the formal secondary schooling certification as stipulated in the programme entrance requirements, can use the Access Assessment to evaluate and assess their current academic ability.

Successful completion of the Access Assessment will grant entrance (but not credit) to appropriate Registered programmes.

See the “Admissions Policy” in the Rules, Regulations & Policies booklet for more details and important information.

Registered Programmes:

Higher Certificate in Theology

A 120 credit qualification comprising 10 semesterised courses which give an introduction to theological disciplines. Successful completion gives credit to the Diploma and entrance to the Degree.

Course Code	Course Name	Course Status	Credits
45000	**Introduction to Theological Study Skills	Fundamental	12
45111	Introduction to the Old Testament	Compulsory	12
45121	Introduction to the New Testament	Compulsory	12
45131	**Introduction to Church History	Compulsory	12
45241	Introduction to Theology	Compulsory	12
45251	Introduction to Spirituality	Compulsory	12
45261	Introduction to Christian Ethics	Compulsory	12
45269	Called to Discipleship	Compulsory	12
45371	Pastoral Care	Elective	12
45378	Christian Proclamation: Preaching	Elective	12
45379	Introduction to Christian Worship	Elective	12
45384	Pastoral Responses to HIV & Aids	Elective	12

*** 45000 & 45131 replace 45130 and should not be taken if you have already passed 45130.*

Christian Ministry Higher Certificates

TEE College offers a variety of Higher Certificate programmes in the Christian Ministry stream.

Each of these has a particular focus in an area of Christian Ministry – beginning with a foundation in discipleship and then equipping

students for particular ministry areas.

These programmes differ from our Theology stream of programmes in that their subject matter is thematic, integrated and inter-disciplinary, while retaining a practical focus on skilled, informed and ethical ministry.

This booklet contains the information for the following three Christian Ministry Higher Certificates:

- **Higher Certificate in Christian Leadership & Management**
- **Higher Certificate in Christian Proclamation**
- **Higher Certificate in Christian Worship**

Programme structure

The Christian Ministry Higher Certificates share the same programme structure, namely four fundamental courses and six core courses. The themes of the fundamental courses are common to all programmes. Courses are to be taken in order (as indicated by their course code).

Programme codes

LM - Higher Certificate in Christian Leadership & Management

PR - Higher Certificate in Christian Proclamation

WP - Higher Certificate in Christian Worship

These programmes are semesterised, and registrations are limited to two courses per semester

Courses:

The fundamental themes

The four fundamental themes are common to all programmes

Course Code	Course Name	Course Status	Credits
4xx01	A person called by God	Fundamental	12
4xx02	Called to share good news	Fundamental	12
4xx03	Serving in and through the Church	Fundamental	12
4xx04	The world in which we serve	Fundamental	12

xx - will be the programme code

Higher Certificate in Christian Leadership and Management

After completing the four fundamental courses (4LM01, 4LM02,

4LM03 & 4LM04) you will continue with the following:

Course Code	Course Name	Course Status	Credits
4LM10	Introduction to Christian Leadership	Core	12
4LM20	Introduction to Christian Management	Core	12
4LM30**	Introduction to Administration	Core	12
4LM40**	Introduction to Financial Leadership & Management	Core	12
4LM50#	Introduction to Team Ministry & Conflict Management	Core	12
4LM60#	Introduction to Transformational Leadership & Project Management	Core	12

** Available in second semester 2018

Available from 2019

Higher Certificate in Christian Proclamation

After completing the four fundamental courses (4PR01, 4PR02, 4PR03 & 4PR04) you will continue with the following:

Course Code	Course Name	Course Status	Credits
4PR10	Introduction to Christian Proclamation	Core	12
4PR20	Preparing to speak – Biblical exegesis	Core	12
4PR30**	Preparing to speak – Christian theology & spirituality	Core	12
4PR40**	Preparing to speak – Preaching skills	Core	12
4PR50#	Preparing to teach – Leading small groups	Core	12
4PR60#	Speaking in different contexts	Core	12

** Available in second semester 2018

Available from 2019

Higher Certificate in Christian Worship

After completing the four fundamental courses (4CW01, 4CW02, 4CW03 & 4CW04) you will continue with the following:

Course Code	Course Name	Course Status	Credits
4WP10	Introduction to Christian Worship	Core	12
4WP20	Understanding the framework of worship	Core	12
4WP30**	Spirituality for worship	Core	12

Course Code	Course Name	Course Status	Credits
4WP40**	Leading in worship	Core	12
4WP50#	Contexts of worship	Core	12
4WP60#	Technology for worship	Core	12

** Available in second semester 2018

Available in 2018

Study Path:

These are lock-step programmes and courses are to be attempted in the order given.

Each course “credit” requires about 10 hours of work. Therefore 12 credit course requires about 120 hours. You will do this work between your registration with the College and the date of the final assessment in the course. This includes reading, course work, and work done 'away from the desk' as well as preparation and writing of assignments. Registering early gives you more time to complete the course.

Diploma in Theology

This 360 credit programme comprises 18 courses.

Code	Name	NQF level	
85100	Getting to know the Bible	5	Compulsory
85130	Church History 1: An Introduction	5	Compulsory
85240	Systematic Theology 1: Understanding our Faith	5	Compulsory
85250	Spirituality 1: Growing in Faith	5	Compulsory
85260	Ethics 1: Living our Faith	5	Compulsory
85370	Practical Theology 1: Christian being and doing	5	Compulsory
86111	Old Testament 2: Exploring Politics, Prophets & Power	6	Elective
86123	New Testament 2: Applying New Testament narratives	6	Elective
86135	Church History 2: Southern African Church History	6	Elective

Code	Name	NQF level	
86241	Systematic Theology 2: Doing Theology in context	6	Elective
86255	Spirituality 2: Drawing closer to God	6	Elective
86263	Ethics 2: Applying Ethical Principles	6	Elective
86267	Dialoguing with other Faiths	6	Elective
86371	Pastoral Care 2	6	Elective
86375	Christian Leadership and Management	6	Elective
86376	Passing on the Faith: Youth Ministry	6	Elective
86377	Teaching the Faith	6	Elective
86378	Proclaiming our Faith	6	Elective
86379	Worship and Celebration	6	Elective
86395	A Christian response to HIV and Aids	6	Elective
87112	Old Testament 3: Exploring Liberation, Law and Learning	7	Elective
87124	New Testament 3: Applying New Testament Literature	7	Elective
87136	Church History 3: Growth and Change	7	Elective
87242	Systematic Theology 3: Wrestling with our Faith	7	Elective
87256	Spirituality 3: A way of Life	7	Elective
87264	Ethics 3: Moral Formation and Spirituality	7	Elective
87372	Pastoral Care and Counselling	7	Elective
87396	Ecumenical Studies	7	Elective
87401	Ministry for Transformation	7	Compulsory

Bachelor of Theology

This 364 credit programme is an undergraduate degree of 17 courses.

Fundamental Course	Credits	Level of difficulty
7000 Developing Skills for Theological Study	10	Introductory

Core Courses	Credits	Level of difficulty
7002 Engaging with people pastorally and ethically	22	Introductory
7003 Growing spiritually, thinking theologically	24	Introductory
7004 Interpreting Texts: Bible and other sources	30	Introductory
7005 Practising Christian Leadership and Management	12	Intermediate
7006 Facilitating a Christian response to HIV and Aids	12	Intermediate
7001 Doing Ministry for a Change	26	Advanced

Electives

Working with Sources	Credits	Level of difficulty
7103 Working with Old Testament Texts & Contexts 1	24	Intermediate
7104 Working with Old Testament Texts & Contexts 2	24	Advanced
7122 Working with New Testament Texts & Contexts 1	24	Intermediate
7131 Working with New Testament Texts & Contexts 2	24	Advanced
7155 Exploring our Christian Foundations	24	Intermediate
7156 Exploring Christian growth and change	24	Intermediate
7157 Exploring our Christian Contemporary Heritage	24	Intermediate
7158 Exploring our African Christian World	24	Advanced
Engaging with the Christian Faith		
7243 Wrestling with our Faith	24	Intermediate
7276 Journeying in Faith	24	Intermediate
7261 Living an Ethical Faith	24	Intermediate
7245 Discovering our Christian World	24	Advanced
7281 Working with other Faiths	24	Advanced
Applying Theology in Ministry		
7372 Proclaiming our Faith	24	Intermediate
7373 Celebrating our Faith	24	Intermediate
7375 Caring in Faith	24	Advanced
7377 Teaching the Faith	24	Advanced
7378 Reading the Faith through Women's Eyes	24	Advanced

Compulsory ELO		
7401 Integrating Theology and Ministry (includes writing an Academic Report)	12	Advanced

Legal Status of TEE College

Theological Education by Extension College (TEE College) is:

- a **Non-Profit Company** under the Companies Act, 2008. (Company registration number 2007/030481/08);
- registered with the Department of Higher Education and Training as a **Private Higher Education Institution** under the Higher Education Act, 1997. (Registration number 2008/HE08/002).

Mission Statement

Our purpose is to:

Provide Theological Education by Extension for men and women from diverse denominational, cultural and educational backgrounds so that they will be suitably empowered and equipped for transformational Christian ministry (lay or ordained).

Organisational Objectives

The sole objective of the College is:

The provision of “higher education” by a “higher education institution” as defined in terms of the Higher Education Act, 1997 (Act No.101 of 1997), and in particular to be a theological education institution, which provides courses through distance learning to equip students for ordained or lay Christian ministries.

Regulations

The College regulations are contained in the *Rules & Regulations* booklet. This is issued to all students at first registration and when significantly revised. The most recent edition is available from the College website.

Language Policy

All course material and language of instruction is in English. The Award programme offers courses in additional local languages.

Student Financial Aid

TEE College does not hold funds for bursaries. Please contact your denominational authorities as some churches do provide bursary assistance to their students. By registering early you will qualify for discounts on certain fees.

Surety Provision

In the unlikely event of TEE College ceasing to operate, students registered for the current academic year may be refunded to a maximum of 50% if the course fees have been paid in full.

Board of Directors and Senior Management

Non-Executive Director & Chairman of the Board - Bishop P.J. Lee

Non-Executive Director - Rev Dr. D.A. Forster

Non-Executive Director - Rev Dr. N Mtshiselwa

Non-Executive Director - Rev Dr. D Van Der Water

Executive Director & Acting CEO - Rev C. Dunsmuir

Executive Director - Vacant

Programmes Coordinator - Rev B-A. Hoy

Financial Officer - Mrs M.Senekal

Academic Administrator - Mrs G.A. Oosthuizen

College Address

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Johannesburg
2190

PO Box 74257
Turffontein
2140
South Africa

Contact details

Tel: +27 (0) 11 683 3284

Fax: +27 (0) 11 683 3522

email: admin@tee.co.za

www.tee.co.za

Please use your Student Number or ID number together with your name when corresponding with the College.

College Bank details

Any deposit or Electronic Funds Transfer to the College bank account must have an identifiable reference.

Current students are to use their Student Number and Surname as the reference for the deposit or EFT.

New Students are to use their ID or Passport number as the reference for the deposit or EFT. It is very important that the same ID or Passport number is used on the Registration Forms so that we can match the payment to the correct application.

Bank: Standard Bank

Branch: Southdale

Branch Code: 00 64 05

Account No: 201 075 814