

Welcome to the Theological Education by Extension College

This booklet will assist you with the registration process.

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 of you 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 the various registration options and processes

In addition to the information provided in this booklet:

- A Programme Yearbook explains the entrance requirements for the programmes, describes the courses, and provides fees and assessment due dates for the academic year.
- A Study Aid is supplied at the start of studies (and after any major revisions).
- The Rules, Regulations and Policies booklet deals with important issues which you need to know about as a student of this College.

These are 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 affirm the declaration & undertaking on 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). Include the bank receipt with your registration form as well as any payment authorization (such as a debit order instruction).

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.

Your Application Form with all supporting documents must be submitted TOGETHER

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

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.

The Higher Certificates, the Advanced Certificate (and some courses on the degree) 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.

It is important that you submit an appropriate application form for the relevant semester. *Only register for courses that begin in the first semester.*

The closing date is 05 February for all programmes

Second Semester

Registration is open from 01 April.

Do not submit second semester applications with first semester applications – you will not be registered.

Closing date is 31 May for all second semester courses

No late registrations will be accepted.

If you post your application to us, then the EFT transfer date / bank deposit-slip date-stamp and the envelope post-mark must reflect a date before or on the closing date.

(If your registration documents only reach the College within 10 days of the closing date that's OK provided the payment and submission 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 best to submit your application early so that any complications or queries can be resolved in good time. Make sure that you provide everything that is required, and that your application form is completed in full.

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, fuller descriptions are given in the relevant Yearbook. Electronic versions are available from the College website.

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

Application Form

You must submit your application using the correct registration application form (year & semester). These can be downloaded from the College website – www.tee.co.za or the College can e-mail them to you upon request. (We do not fax or post application documents).

Please provide a valid cell phone number and/or e-mail address with your application 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.

New students are to use the electronic application form – type your details into the fields in the form and then email that to us together with the supporting documents (applications@teec.co.za).

Entrance requirements & exemptions

Check the programme entrance requirements carefully. These requirements are stipulated in law and cannot be negotiated. If you do not meet these requirements then you will not be registered.

- 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 (described below).

The law does allow age exemptions under certain circumstances (where academic ability is known). 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*.

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.

Credit accumulation and Transfer (CAT)

It is the policy of TEE College that course 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 and follow the instructions included with that.

Recognition of Prior Learning (RPL) for course exemption

If students wish to receive course exemption 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: 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 has been processed.

Recognition of Prior Learning (RPL) for Access to Higher Education Study

When a person does not hold the required schooling certification to meet a programme's entrance requirements then it is possible to gain access to a programme through the successful completion of the TEEC Access Assessment.

See the College website for further information and the application form. This assessment can be attempted at any time in the year and the student has three months to complete and submit the assessment for evaluation.

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). Use it as the reference number for

any payments made to the College. Be ready to give it in telephonic conversations with 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. This will be sent to you with your study materials, and can also be accessed through your student online login. This is the official confirmation that you are registered with the College.

This letter also includes the contact information for your assessor on each registered course.

Studying for non-qualification purposes (NDP)

If you do not intend to complete one of the College's study programmes and graduate but are simply taking individual courses for interest or further knowledge, then you are welcome 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 can submit their applications online. Final Results are issued in December for current courses (final results are also available through your online login).

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" given above apply to you as well.

Application Form

We no longer post registration packs. Current students will receive an email with their online login credentials and which directs them to the online application process. Your email address is also your user ID for online access.

The online process will guide you through your course selection. 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.

You are also able to update your personal details in addition to

requesting a range of documents and statements which are then emailed directly to you.

If you struggle with the online process then download an electronic application form, type your details into the fields in the form and email that to applications@teec.co.za.

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

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.

Students using the instalment option are required to settle any debt by Final Due Date after which your account incurs interest.

If you did not honour prior Option C payments, then you will not be offered Option C for future years. New courses must be paid for in full at registration (using the discounted options A or B).

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

assessment 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 / missing 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 Yearbook)
- the course material has changed
- the course assessment framework has changed

Check your Results Letter to see if any of the incomplete / failed assessments have been marked as being eligible for Component registration. If you require additional copies of your Results Letter you can access those for all prior academic years via your online login.

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). It is not possible to carry incomplete courses over multiple academic 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 attempt outstanding / missing components) then you need to Repeat the course. 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.

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. (If you have already paid an application administration fee in the related academic year then you do not pay it again).

International Students

Due to ongoing border problems with Post Office items we will only send physical materials by courier to students. International students can register up to 31 January. See note about “addresses” further down.

Payments

Please choose an appropriate payment method out of the options explained 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 international bank transfers often alter any reference you used and we don't know to whom we should allocate the payment.

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. Do not send cash!

Courier

All study materials are sent by courier. In instances where the pack only comprises materials such as assignment booklets (for Component or Repeat registrations) then those will be emailed. Please check that your email address is correct.

Address

A POSTAL address (for correspondence) and a PHYSICAL address (for courier delivery) must be entered on your application form as all physical course material will be couriered to you.

Courier costs

You need to include R250.00 with your application as a basic courier charge. The College will charge the actual delivery cost to your student account - which will usually result in a debit or credit balance on your account.

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

Study Fees

The table of fees for the relevant 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 Yearbook when calculating your fees.

Please note that:

- each course you register for has a fee.
- Diploma and Degree programmes have an additional (once-per-academic-year) application fee.
- The cost of delivering your study material is for the student’s account.
- Students who did not meet prior Option C payment obligations will not be offered Option C for future registrations.

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

Fees are to be paid upfront when submitting an application – send your proof of payment / 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 or as Option B in the fee tables.

You have the option to pay for up to 3 courses using the instalment option – you pay the deposit with your application and then complete the required Debit Order Authorisation Form for the remaining instalment payments (This is described as Option C in the fee tables). There is no discount with Option C.

Option C is limited to 3 courses. Additional courses must be paid using Option A or Option B.

Students who previously used Option C but did not settle their accounts by Final Due Date will not be offered Option C in future years.

Payment Options

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

The submitted application form must include a "proof of payment" / "payment instruction" that covers the required minimum for the courses you 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 once we have reconciled your deposit on our bank statement will we then proceed with your application. Instructions on how to make payments are given below.

A "payment instruction" is a completed form such as a Debit Order Authorisation form sent together with your application. You still need to make the payment to cover any required deposits, and then include the debit order authorisation form to cover the instalments due.

Note: An 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 six ways to pay your fees—they are listed here, and described in detail further down. You will also find them listed at <http://www.tee.co.za/payments/>

1. Normal bank deposit - at First National bank
2. Normal bank deposit - at Standard Bank South Africa
3. EFT / Internet transfer (Standard Bank or FNB)
4. ATM deposit - First National Bank only
5. eWallet / mobile payment options via SnapScan
6. Debit Order authorisation form

We do not accept Money Orders, Postal Orders, Cash or Cheques. We no longer process card transactions (debit cards or credit cards).

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.
Ensure that you put the same ID or passport number on your application form, otherwise we cannot match your payment!*

Always make payments into the College bank account - never send your money to a member of staff / marker. If you pay via your church then check that they have passed on the payment to the College on your behalf.

VERY VERY IMPORTANT: If someone else makes the payment 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 payment to the 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.

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

Method 1 - Normal bank deposit - First National Bank

You may make a deposit at any branch of **First National 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:

First National Bank

Branch Code: **250655**

Account Number: **62871013993**

Method 2 - Normal bank deposit - Standard Bank

You may make a deposit at any branch of **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: **201 075 814**

Method 3 - EFT / Internet Transfer:

You may transfer your fees directly into either of the College bank accounts 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 we have processed complete applications. If we haven't already identified your payment on our bank statement before the closing date then it may be too late to register you.*

Method 4 - ATM payment via FNB

It is possible to make a deposit at an FNB ATM directly to the College's account at FNB.

Use the details given under Method 1 above.

Method 5 - eWallet / mobile payment options

It is possible to make a payment to the College via SnapScan.

Scan the QR code on the college website at <http://www.tee.co.za/payments/>.

Method 6 - Debit Order Authorisation

If you select Option C for any courses then you must pay the required deposits at registration using any of the above methods, and attach the confirmation of those payments to your application. You **MUST ALSO** complete a Debit Order Authorisation Form which will be used for the Option C instalment payments and attach it to your application.

Please do not attempt to visit the College to register or make a payment – we cannot admit visitors.
We do not take payments at the College.
You can drop documents into the post-box at the main gate – but you won't be admitted onto the College property.

How to submit an application

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 (submission options are described below).

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 possible changes.

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. Refer to the email with your login credentials for information on how to process your application online. Please then fax or e-mail your proof of payment.

E-mail

New students can complete an electronic application form and email that with supporting documents to applications@teec.co.za. Don't forget the required supporting documentation – we do need to see your certifications to approve your access to a programme.

Current students who struggle to use the online application process can complete an electronic application form and send that, together with your proof of payment, to applications@teec.co.za.

Do not simply “write a note” – we can't process that!

Telephone

No application can be made over the telephone.

Fax

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

New students can fax documents ahead of submitting the physical documents – Don't forget to include the required supporting documentation – we do need to see your certifications to approve your access to a programme.

In-person

Application documents can be placed in the post-box at the main gate of the College – this is cleared daily.

We cannot admit visitors to the College.

Please note that the College operation has relocated during 2021. We no longer operate from the Haddon property. New addresses are also on the College website, contact and banking details remain the same.

What happens after you submit your registration documents?

Once you submit your properly completed application form with supporting documents and payment details, AND we have reconciled your payment on our bank statement, then your registration is normally completed and dispatched within three to five (3-5) 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. Be aware that international deposits and deposits made at banks other than Standard Bank or First National Bank may take several days before they reflect on our bank statement.

If everything is in order:

- we will process your application.

Once your printed study materials are packed then you will be notified that they have been dispatched.

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 your study materials are delivered through a learning platform then your login details will be emailed 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 contact us. 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 materials 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**.

Please do not wait until the closing date of a programme before contacting the College. It is usually too late to resolve issues at that stage.

Checking if you have been registered.

If you had your documents delivered to us, and after a week have not received a communication from the College either with a query or with your tracking number, then contact us (email is best).

If you faxed or emailed your documents only contact the College after three (3) full working days have passed.

Once you receive a notification (email or SMS) with your tracking number please alert the person at the address you supplied that the parcel is on its way. We also include your cell phone number on the

waybill so that the courier can contact you if necessary.

When querying whether an application has been processed quote the TEEC student number or the ID number used on the application.

NOTE: All registrations are subject only to the discretion of the TEEC Exam Board. 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

Electronic study materials

If your study option involves materials that are online then once you are registered you will be provided with the relevant login details to access those materials.

Please do test your login credentials promptly and alert the College to any issues you experience.

Physical study materials

Applications are processed at the College's office in Gauteng and study materials are dispatched from there by courier to the physical address you supplied in your application.

You need to ensure that someone will be present at the supplied address to take delivery of the parcel and sign for it. This does not need to be you - anyone can sign receipt on your behalf.

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. If you do not respond to the courier's calls then they will return your parcel to TEEC - there is a cost for that, which will be charged to your account.

The further 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.

If you live in a not easily accessible area then have your materials delivered to a place of work, another family member, your local

church, etc. for easier delivery.

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

When you receive your parcel, please check:

- Your Confirmation of Registration letter - that your details are correct - especially email address & 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 sent 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 sent to them, the delivery cost is charged to your student account.

It is not possible to visit the library in person.

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.

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. Course material will only be couriered.

Replacing lost / damaged / stolen course material

You will be charged for the replacement, as well as courier or email costs, of any printed 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, if any credit balance on the account is to be refunded then it will be refunded to the person or institution that made the payment. 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

Access Assessment

Students wishing to access accredited 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*.

Accredited Programmes:

TEE College currently offers eight programmes for study which are accredited with the Council on Higher Education and registered with the Department of Higher Education and Training.

Programmes are offered in one of two streams:

- Christian ministry stream (Higher & Advanced Certificates)
- Theology stream (Higher Certificate, Diploma & Degree)

Christian ministry stream

TEE College offers a variety of Certificate programmes related to

Christian ministry.

The Higher Certificates begin with a foundation in discipleship and then focus on equipping students for particular ministry areas.

The Advanced Certificate relates to practical teaching and instructional contexts.

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.

Higher Certificates

See the Christian ministry Higher Certificate Yearbook for detailed information regarding these programmes and courses:

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

Programme structure

The Christian Ministry Higher Certificates share the same programme structure, namely four fundamental courses and six core courses. The themes of the four 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

PC - Higher Certificate in Pastoral Care

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

These courses must be attempted in the order given. Once completed they do not need to be reattempted if registering for a subsequent Higher Certificate programme in the Christian ministry stream.

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

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

Course Code	Course Name	Course Status	Credits
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

Higher Certificate in Christian Worship

After completing the four fundamental courses (4WP01, 4WP02, 4WP03 & 4WP04) 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
4WP40	Leading in worship	Core	12
4WP50	Contexts of worship	Core	12
4WP60	Technology for worship	Core	12

Higher Certificate in Pastoral Care

After completing the four fundamental courses (4PC01, 4PC02, 4PC03 & 4PC04) you will continue with the following:

Course Code	Course Name	Course Status	Credits
4PC10	Introduction to Pastoral Care & Ethics	Core	12
4PC20	Skills and Models for pastoral Care & Counselling	Core	12
4PC30	Applying Pastoral Care in the context of HIV and AIDS	Core	12
4PC40	Applying Pastoral Care in the context of change	Core	12

Course Code	Course Name	Course Status	Credits
4PC50	Applying Pastoral Care in the context of brokenness	Core	12
4PC60	Applying Pastoral Care in the context of families	Core	12

Study Path:

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

Advanced Certificate

See the Yearbook for detailed information regarding this programme and its courses:

Programme structure

The Advanced Certificate in Religious Education is a lock-step programme where the compulsory courses are attempted in a determined order. The four compulsory courses precede four elective courses for a total of eight courses to complete the programme.

Advanced Certificate in Religious Education

A 120 credit qualification comprising 8 semesterised courses which give an introduction to theological disciplines.

Courses

Course Code	Course Name	Course Status	Credits
5RE01	Revelation, Scripture & Tradition	Compulsory	15
5RE02	Human Existence, God & Human Destiny	Compulsory	15
5RE03	World Religions & Interreligious Dialogue	Compulsory	15
5RE04	Religious Education in Theory & Practice	Compulsory	15
Religion and society			
5RE15	The Search for Meaning and Values: Human Culture, Religion & Faith	Elective	15
5RE16	Religion, Morality & Society	Elective	15
5RE17	Science & Religion	Elective	15

Course Code	Course Name	Course Status	Credits
Religion in practice			
5RE25	Spirituality & Life	Elective	15
5RE26	Principles of Social Justice	Elective	15
5RE27	The Worshipping Community	Elective	15
Historical perspectives			
5RE35	The Jesus of History and the Christ of Faith	Elective	15
5RE36	The History of Christianity	Elective	15

Study Path:

The order in which courses are registered is as follows:

- you must start with the first FOUR compulsory courses;
- then complete FOUR elective courses of your choice, with at least one from each of the three streams.

Theology Stream

Each of these programmes has a dedicated Yearbook. Refer to that for detailed information regarding these courses:

These three programmes all focus on traditional theological disciplines however the programmes have different levels of study through the different qualification types.

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
45111	Introduction to the Old Testament	Compulsory	12
45121	Introduction to the New Testament	Compulsory	12
45241	Introduction to Theology	Compulsory	12
45251	Introduction to Spirituality	Compulsory	12
45261	Introduction to Christian Ethics	Compulsory	12

Course Code	Course Name	Course Status	Credits
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

*** 45378 is only offered in Semester 1 (not Semester 2!)*

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
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

Code	Name	NQF level	
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	NQF level
7000	Developing Skills for Theological Study	10	5
Core Courses			
7002	Engaging with people pastorally and ethically	22	5
7003	Growing spiritually, thinking theologically	24	5
7004	Interpreting Texts: Bible and other sources	30	5
7005	Practising Christian Leadership and Management	12	5
7006	Facilitating a Christian response to HIV and Aids	12	6
7001	Doing Ministry for a Change	26	7

Core Courses			

Electives

Working with Sources			
7103	Working with Old Testament Texts & Contexts 1	24	6
7104	Working with Old Testament Texts & Contexts 2	24	7
7122	Working with New Testament Texts & Contexts 1	24	6
7131	Working with New Testament Texts & Contexts 2	24	7
7155	Exploring our Christian Foundations	24	6
7156	Exploring Christian growth and change	24	6
7157	Exploring our Christian Contemporary Heritage	24	6
7158	Exploring our African Christian World	24	7
Engaging with the Christian Faith			
7243	Wrestling with our Faith	24	6
7276	Journeying in Faith	24	6
7261	Living an Ethical Faith	24	6
7245	Discovering our Christian World	24	7
7281	Working with other Faiths	24	7
Applying Theology in Ministry			
7372	Proclaiming our Faith	24	6
7373	Celebrating our Faith	24	6
7375	Caring in Faith	24	7
7377	Teaching the Faith	24	7
7378	Reading the Faith through Women's Eyes	24	7
Compulsory ELO			
7401	Integrating Theology and Ministry (includes writing an Academic Report)	12	7

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

TEE College is:

An accredited higher education institution offering theological education by extension which is accessible, contextual and ecumenical, to equip Christians for ministry in service to the churches of Southern Africa.

College Address

PO Box 145101
Brackengardens
Alberton 1452

167 Delphinium street
Brackenhurst
Alberton 1448

The College was previously based in Haddon, Johannesburg – those addresses no longer apply. Please use the addresses given above. Phone numbers and email remain the same

Contact details

Tel: +27 (0) 11 683 3284 or +27 (0) 10 615 0130
Fax: 086 574 9998
email: admin@teec.co.za
website: www.tee.co.za

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

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.

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.

College Bank details

Any deposit or Electronic Funds Transfer to the College bank accounts 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

Or

First National Bank

Branch Code: 250655

Account No: 62871013993