

# 2024 YEAR BOOK

## THEOLOGICAL EDUCATION BY EXTENSION COLLEGE NPC



*Equipping anyone, anywhere for Christian ministry*

The pages of this booklet are A5 size

If you are printing to a printer with A4 paper then selecting the “Fit” sizing option will enlarge the printout to fill the A4 page

This 2024 Yearbook covers annual registration information and fees for all programmes offered by the Theological Education by Extension College NPC

See the College website for application and registration information

This Yearbook is issued annually per academic year  
Updated copies can be found on the College website

[teec.co.za](http://teec.co.za)

## 2024 Yearbook

Welcome to the 2024 academic year at TEE College.

This annual Yearbook provides important information for the 2024 academic year for all TEEC programmes being offered. It is updated every year, please ensure that you use the current Yearbook.

In this Yearbook you will find:

- Who we are
- Institutional information
- Our programme offerings
- 2024 Fees
- The Application process
- How to submit assignments
- College personnel

A more detailed contents list is at the back of this booklet.

Programme are described in separate handbooks, which provide more detailed information regarding the programme itself, outcomes, entry requirements, study path, etc., as well as course descriptions.

Assignment due dates are in the front of each assignment booklet.

In addition to this Yearbook, also refer to the Handbook for your selected Programme as well as its associated Study Aid.

The College Rules & Regulations provide important information for academic and administration processes – please familiarise yourself with this, and the requirements impacting your studies.

All these booklets are available on the College website.

## **Who we are**

TEE College was established in March 1976 to provide affordable, contextual theological education within a non-racist, non-sexist, and ecumenical setting. The College is governed by a Board of Directors in terms of the Higher Education Act and the Companies Act. It is in relationship with several participating churches.

The model of learning used by TEE College is “Distance-Learning by Extension”. This model began in Guatemala, Central America, when the churches were grappling with the problem of “bringing the seminary to students” as it was undesirable to uproot adult students and send them to a residential seminary.

The College's participating churches uphold the Extension relationship through their involvement in the academic work of the College and in their local support for students.

## **Our supporting churches**

TEE College supports theological and ministerial training for several Southern African churches, and receives students from over 28 denominations, as well as independent students.

Anglican Church of Southern Africa (ACSA)

Evangelical Lutheran Church of Southern Africa (ELCSA)

Methodist Church of Southern Africa (MCSA)

Roman Catholic Church (RCC)

The Salvation Army Southern Africa Territory (TSA)

United Congregational Church of Southern Africa (UCCSA)

Uniting Presbyterian Church of Southern Africa (UPCSA)

## **Mission statement**

It is our mission to equip people for Christian service within the churches of Southern Africa through accessible, contextual, ecumenical theological education by extension.

*Equipping anyone, anywhere for Christian ministry*

## **Institutional information**

The Theological Education by Extension College NPC is a Non-Profit Company (Registration: 2007/030481/08), and operates from one site of delivery to offer its programmes:

167 Delphinium Street, Brackenhurst, Alberton, 1448, South Africa

College staff can be contacted:

Email:

admin@teec.co.za (general & official inquiries)

finance@teec.co.za (financial inquiries)

Telephone:

011 683 3284 - country code +27

Switchboard - 10:00 to 12:00 & 13:00 to 15:00 - Monday to Friday

Fax:

086 574 9998

### **2024 Term dates**

First term 10 January - 15 March

Second term 02 April - 21 June

Third term 08 July - 19 September

Fourth term 25 September - 12 December

Also closed: 01 May, 9-10 May, 17 June & 9 August

### **Registration periods**

First semester

01 November to 05 February

Instalment due dates: 29 Feb, 31 Mar, 30 Apr & 31 May

Second semester

01 April to 31 May

Instalment due dates: 30 Jun, 31 Jul, 31 Aug & 30 Sep

## Our programme offerings

Our programmes are registered with the South African Qualifications Authority (SAQA), and accredited by the Council on Higher Education (CHE). We are registered with the Department of Higher Education and Training (DHET) as a Private Higher Education Institution under the Higher Education Act (101 of 1997) Certificate No 2008/HE08/002.

### Programmes in the Theology stream:

#### Bachelor of Theology

Credits	Courses	Exit Level	SAQA ID	FTE
364	17 (mixed)	NQF 7	62765	3-year
<a href="https://teec.co.za/bachelor-of-theology-bth/">https://teec.co.za/bachelor-of-theology-bth/</a>				

#### Diploma in Theology

Credits	Courses	Exit Level	SAQA ID	FTE
360	18 (full)	NQF 6	80193	3-year
<a href="https://teec.co.za/diploma-in-theology-dip-th/">https://teec.co.za/diploma-in-theology-dip-th/</a>				

#### Higher Certificate in Theology

Credits	Courses	Exit Level	SAQA ID	FTE
120	10 (half)	NQF 5	73469	1-year
<a href="https://teec.co.za/higher-certificate-in-theology/">https://teec.co.za/higher-certificate-in-theology/</a>				

### Programmes in the Christian ministry stream:

#### Advanced Certificate in Religious Education

Credits	Courses	Exit Level	SAQA ID	FTE
120	8 (half)	NQF 6	111898	1-year
<a href="https://teec.co.za/advanced-certificate-in-religious-education/">https://teec.co.za/advanced-certificate-in-religious-education/</a>				

## Higher Certificate in Christian Leadership & Management

Credits	Courses	Exit Level	SAQA ID	FTE
120	10 (half)	NQF 5	93927	1-year
<a href="https://teec.co.za/higher-certificate-in-christian-leadership-management/">https://teec.co.za/higher-certificate-in-christian-leadership-management/</a>				

## Higher Certificate in Christian Proclamation

Credits	Courses	Exit Level	SAQA ID	FTE
120	10 (half)	NQF 5	94840	1-year
<a href="https://teec.co.za/higher-certificate-in-christian-proclamation/">https://teec.co.za/higher-certificate-in-christian-proclamation/</a>				

## Higher Certificate in Christian Worship

Credits	Courses	Exit Level	SAQA ID	FTE
120	10 (half)	NQF 5	95842	1-year
<a href="https://teec.co.za/higher-certificate-in-christian-worship/">https://teec.co.za/higher-certificate-in-christian-worship/</a>				

## Higher Certificate in Pastoral Care

Credits	Courses	Exit Level	SAQA ID	FTE
120	10 (half)	NQF 5	93855	1-year
<a href="https://teec.co.za/higher-certificate-in-pastoral-care/">https://teec.co.za/higher-certificate-in-pastoral-care/</a>				

Programmes and courses are described in their respective handbooks, and online at <https://teec.co.za/our-programme-offerings/>

### Language of instruction

The language of instruction for TEEC's programmes is English.

### Mode of instruction

TEEC's programmes are offered by the distance-mode extension methodology - whether with print-based study materials or through online learning platforms.

## **Mode of delivery for course content**

The College is expanding its various modes of delivery for the programmes offered. This process of expanding delivery formats began with the smaller programmes, and is taking a little longer for the larger programmes.

For 2024 the following delivery formats are available:

### **Via Learning Platform (online)**

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

*\* The first four courses on each programme use full eLearning to better support students in this study method. The remaining courses on each programme work in downloadable formats for study units.*

Students can order, in addition, a set of printed materials in the usual workbook format, although this is not required - the online material is sufficient for the course (there is a further charge and delivery cost for printed materials).

A student needs access to a device (PC, laptop or tablet) which can run a modern web browser and connect to the internet.

### **Via downloadable units**

- Advanced Certificate in Religious Education

*Courses on this programme work in downloadable study units*

### **Via printed materials**

The following programmes continue to be offered in the usual workbook format of TEEC programmes, and are being revised for online delivery.

- Bachelor of theology
- Diploma in Theology
- Higher Certificate in Theology



## **College Rules & Regulations**

Participation in the College, and work on the study programmes, is governed by the College Rules & Regulations. This also explains the assessment structure used in TEEC programmes, as well as dealing with academic-related matters affecting studies and progress. This booklet is issued once to students upon registration, and is also available on the College website.

## **Programme admission requirements**

Admission requirements are specific to each programme. Please refer to the relevant Programme Handbook or programme page on the College website. The programme handbooks also describe study paths, graduation requirements, and progression options within the National Qualifications Framework.

## **Recognition of Prior Learning**

The College's CAT/RPL policy does provide for the transfer of credit from other accredited programmes offered at registered institutions. See the CAT / RPL booklet on the College website for more information (or request that from the College)

## **Application process & Student Enrolment Contract**

The process for applying to study is described later in this booklet, as well as on the College website. Applicants are required to submit their application in the prescribed manner and pay the related fees. Submitting an application to study creates the student enrolment contract, and indicates assent to the College Rules & Regulations - the Rules & Regulations booklet is available on the College website.

## **Fees and Financial Aid**

Fees differ for each programme and are given later in this booklet.

The College does not provide financial aid. However some of the supporting churches do, so do speak to your church training authorities for possible financial aid. The College website also lists third-parties who provide financial aid for study purposes.

## **Course and programme changes**

Changes to your courses and programmes, or their cancellation, after registration will incur costs. In some instances there are partial refunds. These are explained in the College Rules & Regulations.

## **Study Materials**

The study fee is inclusive of study materials (where these are printed / physical), and includes access to the College learning, subscription-based, and administrative platforms at no extra charge.

## **Online costs**

Do note that accessing online study materials and resources does require the student to have access to (or own) an appropriate device that can run a modern web browser with access to the internet. Data costs are for the student.

## **Student admin login**

All students are able to access their administrative data with the College through an online login. This provides a view to personal study progress, your student account, and the College library.

## **Study Aid**

Each programme is supported by a Study Aid booklet. This is issued once upon registration, and is also available for download from the College website. This booklet is very important when working on assessment tasks.

## **Student support services**

Your Study Aid (and the College website) provide guidance for finding and accessing support for studies in the extension environment.

Various services are available and are explained there. This includes the College Library, connecting with your assessor, making use of local resources, and opportunities to connect with other students.

## **Assessment, Feedback and Appeals**

Each course assignment booklet will guide the student in assessment preparation. Detailed guidance for the submission of assignments is provided later in this Yearbook. Assignment submission work the same

for all programmes - whether online or print-based. Students will receive written feedback on their work. Queries should be directed to the College administrator, and if necessary via an Appeal - which is explained in the College Rules & Regulations.

### **Student complaints**

The College staff are always willing to resolve errors and omissions, and the College Rules & Regulations explain the process for formal complaints. Please do follow-up on problems and queries promptly, otherwise it can become more difficult to resolve issues later.

### **Student accounts**

If you opted to pay your fees by instalment, or incurred additional costs on your student account, then do settle that as arranged by due dates. Otherwise interest charges / penalties might be incurred. Students are able to access their student account information via their Catalyst admin login.

See the Finance & Fees section of the College Rules & Regulations.

### **Option C (instalments)**

Students are offered Option C (instalments) for up to three courses. The student account **MUST** be settled by Final Due Date (the last instalment date). If not then Option C is no longer available to the student for future registrations.

Instalments are paid by Debit Order, and a duly completed Debit Order Mandate must be submitted with the application or the application will not be processed (a debit order mandate form is attached to the Application Pack, and are also available on the website - linked in the footer. Or request that one be emailed to you).

### **Instalment due dates**

First semester: 29 Feb, 31 Mar, 30 Apr & 31 May

Second semester: 30 Jun, 31 Jul, 31 Aug & 30 Sep

The last instalment date is the Final Due Date, after which interest is charged at 10% on outstanding balances. Accounts not settled by Final Due Date cannot use Option C in future years.

## 2024 Fees

### Application fee

Programmes have an application fee, this is only paid once per academic year. Pay this fee when you submit your application and forward your proof-of-payment to the College. This fee is not refundable.

### Course fees

Every course has a fee - these are given per programme below.

Course fees are either paid in full (per course) before the closing date (the discounted fee); or the deposit is paid (per course) before the closing date (when paying in instalments by debit order).

When we receive your application with course selections (and your application fee) we will capture it. We will wait until we receive the payments for your course/s before finalising your application, and then will register you and issue your study materials.

### Full registration

This includes a full set of course materials.

### Repeat registration

Use study materials already issued to you BUT do the new assignments - your online registration will indicate any available Repeat courses.

### Component registration

Only register for the outstanding assessments on your incomplete course - your Final Results Letter and online registration will indicate which Components are available to you. See the Rules & Regulations for an explanation of this option and why it is not always available.

#### To register you we require:

- Your submitted application + application fee (& supporting docs)
  - Your course fee/s (Option A discounted fee)
- or*
- Your course deposit/s (Option C + debit order mandate)

## Higher Certificate programmes

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

### Application fee

Pay when submitting your application	R 350
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### Course fees (discounted - Option A)

Pay before the registration closing date - forward proof-of-payment to the College. Pay early to receive your study materials early.

Course fee paid in Full	Option A
FULL registration	R 1 910
REPEAT registration	R 1 440
COMPONENT	R 850

### Course fees (instalment - Option C)

Pay the deposit before registration closing date - forward proof-of-payment and debit order mandate to the College. Pay the deposit early to receive your study materials early. Four monthly instalments by debit order.

Course fee paid in Instalments	Option C		Full Price
	Deposit	Instalment	
FULL registration	R 880	R 310	R 2 120
REPEAT registration	R 640	R 240	R 1 600
COMPONENT	-	-	R 850

# Advanced Certificate in Religious Education

## Application fee

Pay when submitting your application	R 400
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## Course fees (discounted - Option A)

Pay before the registration closing date - forward proof-of-payment to the College. Pay early to receive your study materials early.

Course fee paid in Full	Option A
FULL registration	R 2 210
REPEAT registration	R 1 670
COMPONENT	R 990

## Course fees (instalment - Option C)

Pay the deposit before registration closing date - forward proof-of-payment and debit order mandate to the College. Pay the deposit early to receive your study materials early. Four monthly instalments by debit order.

Course fee paid in Instalments	Option C		Full Price
	Deposit	Instalment	
FULL registration	R 980	R 370	R 2 460
REPEAT registration	R 730	R 280	R 1 850
COMPONENT	-	-	R 990

## Diploma in Theology

### Application fee

Pay when submitting your application	R 450
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### Course fees (discounted - Option A)

Pay before the registration closing date - forward proof-of-payment to the College. Pay early to receive your study materials early.

Course fee paid in Full	Option A
FULL registration	R 3 540
REPEAT registration	R 2 660
COMPONENT	R 1 120

### Course fees (instalment - Option C)

Pay the deposit before registration closing date - forward proof-of-payment and debit order mandate to the College. Pay the deposit early to receive your study materials early. Four monthly instalments by debit order.

Course fee paid in Instalments	Option C		Full Price
	Deposit	Instalment	
FULL registration	R 1 530	R 550	R 3 730
REPEAT registration	R 1 120	R 420	R 2 800
COMPONENT	-	-	R 1 120

## Bachelor of Theology

### Application fee

Pay when submitting your application	R 450
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### Course fees (discounted - Option A)

Pay before the registration closing date - forward proof-of-payment to the College. Pay early to receive your study materials early.

Course fee paid in Full	Option A
FULL registration - FULL course	R 4 380
FULL registration - HALF course	R 2 190
REPEAT registration - FULL course	R 3 500
REPEAT registration - Half course	R 1 750
COMPONENT	R 1 380

### Course fees (instalment - Option C)

Pay the deposit before registration closing date - forward proof-of-payment and debit order mandate to the College. Pay the deposit early to receive your study materials early. Four monthly instalments.

Course fee paid in Instalments	Option C		Full Price
	Deposit	Instalment	
<b>FULL courses</b>			
FULL registration	R 1 810	R 700	R 4 610
REPEAT registration	R 1 410	R 570	R 3 690
<b>HALF courses</b>			
FULL registration	R 900	R 350	R 2 300
REPEAT registration	R 760	R 270	R 1 840
COMPONENT	-	-	R 1 380



## Payment options

When making your application you need to indicate whether you are using Option A or Option C for course fees.

Up to three courses can be paid using option C (deposit plus instalments) – provided you have not previously defaulted on your student account.

### Bank payments

Pay by EFT, or ATM / teller deposit to either of our current bank accounts. FNB is preferable as they process payments more promptly.

First National Bank Account: 628 7101 3993 Branch: 25 06 55	Standard Bank Account: 201 075 814 Branch: 00 64 05
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### Mobile payments

You can pay using the SnapScan QR code on the Pro-Forma invoice. We are setting up additional mobile facilities.

### Debit order mandate

If you use Option C then you are required to submit a Debit Order mandate form. You must still pay the deposit amount before the registration closing date – by EFT or deposit – and send us that proof-of-payment, the instalments will be deducted via the debit orders.

### Payment references

Always use - Student number, Surname, and Initials - as the payment reference - do NOT write anything else in the payment reference field.

Use your ID number if you don't know your student number.

### Group payments

If a sponsor or church is paying for several students then request a Group Registration Form.

## **Application process**

An application process can seem a little daunting, especially when done from a distance. This section of the Yearbook will guide you in successfully submitting your application to TEE College. This information (with links and downloads) is also available on the College website – [teec.co.za](http://teec.co.za).

Email the College if you require assistance – [admin@teec.co.za](mailto:admin@teec.co.za)

### **It is important that you:**

- speak to your church training authorities for guidance if your studies are part of formal preparation for ministry
- choose the appropriate programme before selecting courses (it is not always easy to make changes later)
- complete the application process fully in order to be successful

## **Conditions for registration**

### **You will only be registered for the academic year if:**

- You complete the application process in full (including supplying your personal and contact details, and indicating your new course selections)
- You meet the entrance requirements for your programme (and supply the required supporting documentation – including ID)
- You make the required payment before the final registration closing date (including a debit order mandate form if using payment Option C)

### **You will not be registered:**

- If you choose Option C (payment by instalments) but don't supply a Debit Order mandate or pay the required deposits.
- If you have outstanding debt with the College (including fees, postage, library fines, missing books, etc.)
- If you have been expelled from any institution.
- If you are currently suspended by TEE College.

Please refer to the registration periods given at the front of the this Yearbook, applications are only processed in these periods.  
College staff are only available during term times.

## **New Students**

If you are registering with the College for the first time, or starting a new programme, then it is best to submit your application early. This gives us time to resolve queries and sort out documentation before we are up against closing dates. Complete everything in full, and contact us if you experience any difficulty in putting your application together.

### **Study path**

Each programme handbook / web page describes the recommended study path. Do consult your church training authorities if your studies are part of preparation for formal recognition of ministry.

### **Entrance requirements**

Each programme handbook / web page explains the programme entrance requirements. These are set by law, and we can't change them. Use the "How to choose a study programme" planner on the website to see which programmes are available to you.

The TEEC Access Assessment is a helpful alternative for those who face obstacles with the various programme entrance requirements. See the website - xxx

### **Transferring credits and Recognition of Prior Learning**

If you wish for studies or work completed elsewhere to be recognised in your TEEC qualification then do download the CAT/RPL booklet from the College website (linked in the webpage footer).

CAT/RPL applications are processed after registration - speak to College staff who will guide you in appropriate course selections for your initial application.

### **Official documents**

Do not send us original documents. We do need certified copies.

Good quality scans are acceptable - we reject unclear scans.

We need your official ID and the qualification that satisfies the entrance requirement for your selected programme.

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

Some courses can be registered as stand-alone courses (without doing the whole programme or satisfying the programme entrance requirement - in this latter case the course credit cannot be used towards a programme at a later time!).

### **Selecting delivery methods**

See the various delivery options described later in this Yearbook and indicate that when submitting your application.

### **Submitting your application**

Applications can be submitted online (see the Application Pack for details on how to do this). This is the quickest way to submit and process your application.

Forms are available for those who have difficulty with online access - see your Application Pack or request one - once completed these must be emailed to [applications@teec.co.za](mailto:applications@teec.co.za)

### **Your Student Number**

When your application is captured you will be issued with a student number - please use this in all communications and as a payment reference. Having a student number doesn't mean you are a registered student of the College, it simply helps us keep track of the many things that make up your application!

### **Confirmation of Registration Letter**

When your application has been completed successfully you are sent a Confirmation of Registration Letter - this describes the courses you are registered for and the work you are required to submit. Please check this once received, and notify the College of any errors or things that do not seem clear to you.

If you are outside of South Africa then please also refer to the section below for International Students

## **Current Students**

All currently registered students with a Catalyst admin login can submit their application online - this is the quickest way to submit and process your application. It will also guide with respect to Repeat and Component registrations. You can also view your progress to-date, and access prior Results Letters and student account.

You will need a Catalyst admin login – request that from the College if you do not have a currently active login.

### **Outstanding debt**

If you had outstanding debt at the end of the academic year then your Final Results were not released. Neither will a new application be processed until the debt is settled. Any money paid to the College will first be used to settle outstanding debt, and any balance left over will be used towards your application. If the remaining amount is insufficient to register you, then your application will be declined.

You can check your student account balance using your Catalyst student admin login.

### **Option C**

You can apply for up to three courses using Option C (instalment payments). Any further courses will be paid for using Option A (discounted fee option).

If you previously did not fulfil your instalment obligations, then you are not offered Option C in future years. The College website lists alternate funding providers for making instalment payments.

### **Study path**

Remember that College staff can give you information regarding programmes and courses, but you need to be clear about your church's study requirements (if applicable to you). See the relevant programme documentation for study path and graduation requirements.

You can see the courses you have achieved using your Catalyst student admin login, and can also access prior Results Letters.

## **Outstanding components**

The online application process will guide you with respect to available Component registrations. Remember that these cannot be deferred if you wish to finalise the course and retain the work you have already successfully completed. Skipping Component registration opportunities means that you will Repeat the course in full at a later date. This does not apply to all courses and is explained in the College Rules & Regulations.

If you are waiting for results, you can still proceed with your new application and then add additional components at a later time. See the delivery note below regarding any “repeat / component only” applications. The application fee is only paid once per academic year.

You will receive new assignment questions set for the new academic year. Do not do the old assignment questions – throw away your old assignment booklet to avoid confusion.

## **Repeating a course**

The online application process will guide you with respect to available Repeat registrations. It is always best to repeat a course promptly. If course materials change then you will be required to do a Full course registration in order to receive the new course content. This is explained in the College Rules & Regulations.

## **Academic Record**

The Rules & Regulations explain the different types of Academic Record that you can request. These cost R100 each. If you are using your academic record with another institution then do request a Supplement as that provides more detailed information about your courses.

## **International Students**

Students outside South Africa need to note the following:

### **Application Closing dates**

First semester: 15 January      Second semester: 15 May

The earlier closing dates allows your study materials to reach you in good time.

If you are registering for online courses then you can register up until the final registration closing date (5 Feb and 31 May) – as there are no physical deliveries. You are still able to access your course content in good time.

### **International payments**

Forward your proof of payment to [payments@teec.co.za](mailto:payments@teec.co.za) - this is important as deposit references are often removed or shortened in the transfer between banks, which means that we have no way of identifying your payment until we can match it to the documentation you provide.

### **Courier costs**

There is no need for physical materials or a courier if your courses are online. If you choose to purchase physical materials (in addition to the online content) then you pay the cost for delivery.

Courses using physical materials need to be delivered. Supply us with a delivery address in a major center to keep the cost low (to a friend, family member or a church). You can also arrange for someone close to Johannesburg (a friend or your own courier) to collect on your behalf from the College. Courier costs to countries neighbouring South Africa are in the region of R750 to R1400.

See the next section which describes delivery costs – especially with regard to courier deliveries and how to calculate costs

## **Delivery options**

Delivery costs for physical study materials are charged to the student, in addition to course fees.

### **Online learning platforms**

If you have registered for online courses then your access to learning platforms and subscription-based platforms is included in the course fee. You will need a device that can run a modern web browser, connect to the internet, and has sufficient data.

There are no further delivery costs. However if you order printed course materials in addition, then those materials and their delivery costs are charged.

### **Only Component and Repeat registrations**

If you are using print-based materials but are only registering for Repeat or Component courses, then we will email the assessment documents to you with no delivery/courier charge.

Make sure that you do not use the assignment booklets or tasks from the prior year – students doing Repeat or Component registrations **MUST** work from the 2024 assignment booklets.

### **Courier**

We send print-based study materials by courier. If you register for courses that will use print-based course materials then here are some important things to note:

- You pay an up-front R300 with your study application, but we will charge the actual cost of delivery to your student account. This is never exactly R300, so you will end up with a debit or credit balance once the actual cost has been charged.
- Deliveries to towns are cheaper than to out-lying or remote areas. Use the address of a friend, family member, place of work, church, etc. in a central place for a more cost-effective delivery.
- We will deliver to the Physical Address shown on your student profile – please make sure that it reflects the place where you are expecting your study materials to go to.



## **Collect from the College**

This year students will have the option to:

- Collect directly from the College (personally or a friend)
- Arrange for a courier to collect from the College on their behalf

Once your study materials are packed we will email you a notification with instructions. You need to follow those instructions to arrange the collection (either yourself or someone else / courier).

We previously reduced, and then stopped, collections from the College due the disruption that collecting students caused for others in the registration process. If this process works smoothly for 2024 then we will keep offering it.

Do follow the instructions in the notification email.

DO NOT just show up – you will not be processed before those ahead of you in the application process. There is always a last-minute backlog with registrations. Early registrations usually process quickly (within a few days), last-minute applications and last-minute payments leave you in a very long queue that can take a few weeks to complete.

International students: do check whether you have more cost-effective options if using your own courier to collect from us rather than us sending to you.

## **Estimating the cost of a courier delivery**

Visit: <https://citcash.co.za/rate/start> - use the QuickQuote option. Start typing, and then select the College suburb – Brackenhurst ext 2 – and then enter and select suburb of the delivery address. That will give you a list of estimates depending on the service selected.

This is the courier service used by the College to send materials.

You are welcome to use other courier services if you are arranging to have your study materials collected from the College. If you have booked a collection with a courier to collect from the College then please send us a copy of the booking so that we can be sure we are giving your study materials to the correct person / company.

## **Submitting your application to us**

If you made an application inquiry, or are a recent student of the College, then we sent you an “Application Pack” by email. This will contain information, instructions, and attachments to assist you in making your study choices and then submitting an application to study.

If you’d like us to resend the Application Pack again, please ask.

### **Online application**

An online application is the quickest. You will need a Catalyst admin login. Details are included in the Application Pack.

Once you are happy with your online application, then select your delivery option and click SUBMIT. Pay the application fee and send your proof-of-payment to – [payments@teec.co.za](mailto:payments@teec.co.za).

If you are a new student then send a clear scan of your ID and NSC / qualification that satisfies the programme entrance requirements to [docs@teec.co.za](mailto:docs@teec.co.za)

Once your course selections are approved you’ll be sent a pro-forma invoice for the cost of your application. If you need to make changes to your course selections then you need to contact staff about that (as there are limits on who can edit an approved application).

Before the registration closing date we need to receive your final registration payment (for fees or deposits), as well as any required debit order mandate form. We will then finalise your application and issue your Confirmation of Registration Letter and study materials.

If you have difficulties with the online process then use an electronic form (the document is attached to your Application Pack).

### **Alternate electronic Application Form**

Complete an electronic form document and email it to:  
**[applications@teec.co.za](mailto:applications@teec.co.za)**

You will first need to save the document to your device. Complete your details in the document, and SAVE it. Then attach it to an email and send it to us.

Typing your information into an electronic application document minimises many errors.

If you have made a payment then also attach your proof of payment to the same email.

If you are a new student then send a clear scan of your ID and NSC / qualification that satisfies the programme entrance requirements to docs@teec.co.za.

### **Alternate Printed Application Form**

If you find it difficult to access the internet or work with an electronic document, then you're welcome to complete a printable form.

Request that from us and we will email it to you. You need to print it and complete / update the information. You will either scan and email it back to us, or you will arrange to have it delivered to us.

Include any proof-of-payment for your application fee. New students must submit clear copies of the required programme entry documentation (ID and NSC or qualification).

Email to applications@teec.co.za

Fax to 086 574 9998

Deliver to: 167 Delphinium Street, Brackenhurst, Alberton.

If you are writing on a form then it **MUST** be legible. Some applicants are never registered because we can't read their contact numbers or email address.

### **Telephone**

We do not process applications by telephone.

### **In-person**

Do not visit the College unless you received a notification to collect study materials waiting for collection. We do not process in-person applications. We cannot take payments at the College.

## **What happens next?**

Between submitting your application and getting started with your studies, there are a few things that might need attention.

### **If everything is in order**

We will process your application.

Once your printed study materials have been dispatched we will e-mail the tracking number to you.

If you chose to collect your study materials then we will inform you when they are ready, together with pick-up instructions.

If your course content is delivered through a learning platform then your login details will be emailed to you.

### **If there is a problem.**

A member of staff will attempt to contact you directly using the contact details you provided in your application.

If the problem is with your choice of courses, and we are not able to reach you, then we will select appropriate courses for you based on the programme's study path.

### **If funds are insufficient.**

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 there is an issue holding up the processing of your application then our administrative system will send you occasional email reminders to alert you to the hold up, and how to fix it.

### **Declined applications**

We usually decline applications after the final closing date. That is when applicants suddenly start reading the emails we've been sending them - but by then it's too late to sort it out. This year we will be declining applications sooner - the email notifying you of your declined application will also explain how to get it back on track.

## **Checking if you have been registered**

If you applied early then give us three working days to attend to your application. You should then receive a query from us (if there is a problem) or a Pro-forma invoice (if your course selection has been approved).

If you applied in the two weeks before the closing date then give us ten working days to attend to your application. You will either receive a query from us (if there are problems to resolve), or a Pro-forma invoice (if all is OK).

Queries must be resolved, and payments made, by the registration closing date. We usually work with a week of grace - but don't rely on that. If the backlog is too big, or we're out of course material, then it's too late and we decline your application.

### **If you have heard nothing from us**

After 10 working days give us a call or send an email - although do check your own inbox and spam folder in case you've been missing our messages to you.

## **Your study materials**

### **Online**

Once registered you will be sent your login details. Please test your login details promptly and ensure that you're able to access your courses. Report any problems. Check your details on your Confirmation Registration Letter and report any errors.

### **Printed**

Once you receive your printed study materials do check the contents against the enclosed packing list. Report problems promptly. Material replacements after 2 weeks are charged for. Check your details on your Confirmation Registration Letter and report any errors.

### **Emailed**

Students doing only Repeat and Component registrations will have their materials emailed to them. Check that against your Confirmation of Registration Letter. Save and print the documents sent to you.

## **Planning your studies**

After checking your course material and your details on your Confirmation of Registration Letter, note the assignment due dates in the front of your assignment booklets and start planning.

Look through the assignment tasks - especially assignment 1. Look through the contents page of your study material and start planning the work that needs to be done in order to be ready for your first assignment.

Pay special attention to any instructions that alert you to a big project later in the course where preparatory work needs to begin alongside the work of the first assignment.

Assessment tasks don't involve just looking up an answer in the study material, there is quite a bit of reading, reflecting, writing, reviewing - and sometimes practical work - to be done before you're ready for assignment tasks.

Look through your Study Aid - this will give you guidance on how to set up and go about your studies and assignments.

Look at the Student Support section of the College website for suggestions on how you can connect with others for support or guidance in your study journey.

## **Cancellations**

If the work load seems to be more than you imagined when you planned your registration, then do look at the cancellation options described earlier in this Yearbook. This needs to be done sooner rather than later to limit costs.

## **Late assignments**

The College does not give extensions to due dates. All assignments have an automatic emergency date - this is one week after the due date (see the front of the assignment booklet). Late assignments submitted before the emergency date will still be marked, but will incur a penalty on the final mark. Those submitted later than the emergency date will not be marked.

## Assessments

All assessments on a course must be passed in order to pass the course., courses are not passed “on average”. The Rules and Regulations explain how course assessment contribute to the final course mark.

Assessment due dates are given in the front of each Assignment booklet.

Always keep a copy of your assignment (together with any additional forms or documents which are part of the assignment)

## How to submit assignments

### Important

The front page of ALL assignments MUST include:

- Student’s name
- TEEC Student number
- Course code (not just the course name)
- Assignment number (1, 2, or 3).

Include on every page (in either the header or footer):

- a page number
- your student number
- the course code
- the assignment number

Hardcopy assignments must be firmly stapled / fastened. Loose or separate pages that do not get to the marker do not get marked.

### Assignment logging receipts

Once we receive your assignment we will log it and send you a receipt by email to confirm that. This is your proof of submission. Keep a copy of that receipt together with the copy of your assignment.

## Assignment submission options

You can submit your assignment by Email, Fax, Courier or drop-off. These are explained below.

We have a Post Office Box but we don't recommend you use it. It can take up to three months for posted items to reach us. Too many items never reach us!

### Email

The whole assignment goes into ONE file. That file is to be attached to an email and sent to **assignments@teec.co.za** No other attachments to that email, do not send us download links (no 'sharing')!

Do not send to, or cc, any other College email addresses. Do not send an assignment multiple times.

If you name your file as shown below (and put the same into the email subject line) then your assignment is going to fly through the handling process without issues:

Student Number \_ Course Code \_ Assignment number

e.g. 21345\_45251\_2 / 21345\_85260\_3 / 21345\_7004\_1R

That last example shows a resubmission – “R” after the assignment number

### Server response:

When the mail server receives your email it will automatically respond with an acknowledgement - this is not the assignment logging receipt - that will still follow. The server only issues one response per 24 hours (if you sent several emails within 24 hours you will only receive one server response) but you will receive an assignment logging receipt for each assignment you sent, once those are processed.

### Fax

Assignments can be faxed to: **086 574 9998** - only send ONCE. Do not send to any other College fax numbers.



Your Fax “send report” is not a proof of submission – many things can go wrong with a fax, or make them illegible, and we actually don’t receive it. If you have not received an assignment logging receipt 5 business days after sending your fax then do follow up with the College – admin@teec.co.za

## **Courier**

Assignments submitted via a Courier service must be sent to the College physical street address:

167 Delphinium Street  
Brackenhurst x2  
Alberton 1448

Also note the College term dates before sending items by courier as there is no one here to accept couriered items during term closures – these dates are printed at the front of this Yearbook.

College hours for deliveries are 9 am to 3 pm. Put this in the delivery instructions. Use the College landline number (011 683 3284) as the contact number on the waybill.

You may include more than one assignment in a courier bag – HOWEVER ensure that they are each correctly labelled and that all the pages belonging to each assignment are firmly attached together.

Keep your weigh-bill as your proof of submission. We will send you an assignment logging receipt once we log your assignment.

## **Drop-off**

Assignments can be dropped into the street post box in Brackenhurst.

Once the box is cleared and the assignment logged we will send you an assignment logging receipt to your email address.

Do not hand your assignments to staff members, or attempt to deliver it to the building – it can only go into the post box at the gate. Park on the street verge (clear of the public pedestrian path) to access the post box. Do not ring the bell.

### **Important...**

**Copy:** Always keep a copy of your assignment (if you have a soft-copy then make sure you print out a hard-copy - hard-drives do crash). Keep it together with your proof of submission.

**Late:** If you miss the assignment due date then the regulations concerning "Late Assignments" apply - see the Rules & Regulations for more information about that.

**Notification:** If the emergency submission date has passed and we have not received and logged your assignment, then we will email you a notification with instructions on how to resolve that.

**Hijackings.** Unfortunately courier vans are now regularly targeted by hijackers - once the hijackers get the valuable items they want then they trash the rest of the van contents. When a courier company informs us of a hijacking staff check to see which scripts were in that consignment. If you emailed your script to us then we already have that and we use the softcopy. If you sent us a hardcopy then we will follow up with you to get a copy of the trashed assignment. Always keep copies of your assignments.

### **Assignment feedback.**

#### **Important...**

**Assignment Feedback sheets.** When markers mark scripts they record comments and results on feedback sheets. Once the college receives these feedback sheets they are scanned and emailed back to students. If your email address changes please inform the College in good time. We no longer attempt to return scripts.

**Follow up.** Once you receive your feedback sheet compare it with your copy of your assignment. Clarifications or queries can be raised with the marker - see your Confirmation of Registration Letter for details to contact your marker. If you believe there is a problem with the script's assessment then see the Rules & Regulations for the Appeal process.

## **College Personnel**

### **Directors**

Rev Prof DA Forster (non-executive & chair)

Mrs MN Fick (non-executive)

Rev KB Mntambo (non-executive)

Rev Dr DP van der Water (non-executive)

Board secretary: Mrs L Bossenger

### **College management**

Principal: Rev CV Dunsmuir (executive director)

Administrator: Mrs GA Oosthuizen

Finance Officer: Mr TM Dube

### **Administrative staff**

Mrs A Lendrum

Ms E Letseng

Ms MV Moletsane

Mr E Nkhumane

### **Programme staff**

Dr A Badenhorst PhD

Ms M Baxter B.Th PG.Cert (Theological Education)

Mrs R Beneke B.Th (Hons)

Mr C Cameron B.A.(Hons) Religious Studies

Rev C Chabani B.Th

Rev C Dunsmuir B.Th M.Phil

Dr A Dyssel D.Th

Mr P Faller M.Phil

Rev J Gallant Dip.Th Dip.Ed

Dr V Glissmann PhD  
Rev R Groepe B.Th  
Mrs B Hoy B.Th (Hons) M.Th  
Rev Dr S Jele PhD  
Mr S Joseph B.Th (Hons)  
Dr L Joubert D.Th  
Rev J Khanye B.Th (Hons)  
Rev H Lancaster B.A.(Div)  
Rev P Lane B.Th (Hons)  
Ms C Lategan B.Th (Hons)  
Rev C Lotz B.Th (Hons)  
Mrs M Mabusela B.Th (Hons)  
Rev B Mapiyeye B.Th  
Rev V Mbaru M.Th  
Rev F Mjikeliso B.Th  
Fr S Mkhabela Dip.Th  
Mrs D Mokhutso B.SocSc  
Br SJ Morobi B.Th (Hons)  
Mr L Muluse B.Th M.Ed  
Rev G Nkale B.Th  
Mr L Nortje Dip. HCert.  
Mr M Ntombela B.Th (Hons)  
Rev D Nxumalo B.Th (Hons)  
Mr W Nyasha M.Ed B.A.(Hons) (Religious Studies)

Mr M Phiri M.Th

Dr MB Pooe-Monyemore PhD B.Th

Fr Dr A Prior DTh

Mr N Rabie Dip.ThMin B.Ed M.Ed

Mr M Racheke B.Th

Mr T Raedani Dip.Th

Rev C Sebowane M.Th

Ms M Stark M.Phil

Ms A Steenkamp M.Th

Mr H Tayler B.A. LLB B.A.(Hons)(Theol) B.A.(Hons)(Greek)

Mrs D Van De Laar B.A.(Hons) H.Ed M.Th

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