

2025 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 2025 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

2025 Yearbook

Welcome to the 2025 academic year at TEE College.

If you need guidance in choosing between the programmes we offer or course choices then do see the College website at: teec.co.za/start-studies. You are also welcome to email us at admin@teec.co.za and we'll direct your inquiry to someone who can assist.

This annual Yearbook provides important information for the 2025 academic year for all TEEC programmes being offered. It is updated every year, please ensure that you use the current Yearbook.

See the next page for a list of the contents covered in this Yearbook.

Current students can access their study progress and submit applications via their Catalyst student login.

Programmes 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. This content is also available online: teec.co.za/programmes

Assignment due dates are in the front of each assignment booklet, and given later in this Yearbook.

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 booklet provides 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.

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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.

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

Our participating 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)

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

2025 Term dates

First term 08 January - 17 April
Second term 05 May - 20 June
Third term 07 July - 19 September
Fourth term 25 September - 11 December

Also closed: 19, 20 & 21 March; & 16 June

Registration periods

First semester

01 November to 05 February
Option C Instalment due dates:
28 Feb, 31 Mar, 30 Apr & 31 May

Second semester

01 April to 31 May
Option C Instalment due dates:
30 Jun, 31 Jul, 31 Aug & 30 Sep

Contact details

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 - Mon to Fri

Fax:

086 574 9998

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
Programme page: https://teec.co.za/B-TH				

Diploma in Theology

Credits	Courses	Exit Level	SAQA ID	FTE
360	18 (full)	NQF 6	80193	3-year
Programme page: https://teec.co.za/D-TH				

Higher Certificate in Theology

Credits	Courses	Exit Level	SAQA ID	FTE
120	10 (half)	NQF 5	73469	1-year
Programme page: https://teec.co.za/HC-TH				

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
Programme page: https://teec.co.za/AC-RE				

Higher Certificate in Christian Leadership & Management

Credits	Courses	Exit Level	SAQA ID	FTE
120	10 (half)	NQF 5	93927	1-year
Programme page: https://teec.co.za/HC-LM				

Higher Certificate in Christian Proclamation

Credits	Courses	Exit Level	SAQA ID	FTE
120	10 (half)	NQF 5	94840	1-year
Programme page: https://teec.co.za/HC-PR				

Higher Certificate in Christian Worship

Credits	Courses	Exit Level	SAQA ID	FTE
120	10 (half)	NQF 5	95842	1-year
Programme page: https://teec.co.za/HC-WP				

Higher Certificate in Pastoral Care

Credits	Courses	Exit Level	SAQA ID	FTE
120	10 (half)	NQF 5	93855	1-year
Programme page: https://teec.co.za/HC-PC				

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

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 2025 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.*

It is possible to order 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 if you request 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 and related Policies. These also explain the assessment structure used in TEEC programmes, as well as deal with academic-related matters affecting studies and progress. This booklet is also available on the College website, linked in the page footer.

Programme admission requirements

Admission requirements are specific to each programme. Please refer to the relevant Programme Handbook or programme page on the College website.

Recognition of Prior Learning

The College's CAT/RPL policy does provide for the transfer of credit from other registered and accredited programmes offered at registered institutions. See the CAT / RPL booklet on the College website for more information (available on the website, linked in the page footer, or upon request from the College).

Application process

The process for applying to study is described later in this booklet, as well as on the College website - teec.co.za/application-process. Applicants are required to submit their application in the prescribed manner and pay the related fees.

Student Enrolment Contract

Submitting an application to study indicates assent to the College Rules & Regulations and related Policies, and registration with the College creates the student enrolment contract.

Fees and Financial Aid

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

The College does not provide financial aid. Some of the participating churches do, so 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 cancellations

Courses cancelled before the first assignment Due Date may receive a partial refund (and the student is eligible to Repeat the course in a future year at the reduced fee). See the College Rules & Regulations.

Refunds

If you have a credit balance as a result of a payment you have made then you can request a refund - see the Rules & Regulations booklet for information and instructions to be refunded any credit balance due to you on your student account.

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 e-learning, subscription-based, and administrative platforms at no extra charge.

Online study 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. Any data costs are for the student.

Student Catalyst login

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

Catalyst login details and instructions are sent by email. Request staff to reset your account if you cannot locate your login details.

Do note that some information is not directly viewable via a student login but is instead sent to the email address linked to the student account. Use the Email Updates link after logging in to access this feature.

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 a very important resource when working on assessment tasks.

Student support services

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

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

Assessment, Feedback and Appeals

Each course assignment booklet will direct the student in assessment preparation. Detailed guidance for the submission of assignments is provided later in this Yearbook. Assignment submission works 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, as 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 in terms of any

arrangements made, and in full by the due dates. Failing to do so will result in interest charges / penalties being 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 Course Deposits are to be paid at application, and the balance settled through instalment payments.

Do note that we cannot collect your course deposits by debit order - you need to make the deposit payments.

Instalments are paid by Debit Order, and a duly completed Debit Order Mandate must be submitted together 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).

The student account MUST be settled by the Final Due Date (the last instalment date). If not, then Option C is no longer available to the student for future registrations.

Option C Instalment due dates

First semester: 28 Feb, 31 Mar, 30 Apr & 31 May

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

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

The Rules & Regulations explain this in detail.

2025 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.

Paying the application fee only does not register you.

Course fees

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

Course fees are **either**:

- paid in full (per course) when submitting your application before the registration closing date (the discounted fee) **Option A**;

or

- the deposit is paid (per course) before the registration closing date (and then paying the instalments by debit order) **Option C**.

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

If you do not indicate the payment option for a course fee then registration staff will make that selection on your application.

Full registration

This includes a full set of course materials.

Repeat registration

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

Component registration

Register only for the outstanding assessments on your incomplete course - your Final Results Letter or Catalyst 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.

Delivery

Either we send study materials to you, or you arrange collection from the College (yourself, a friend, or a courier). From 2025 we charge a fixed delivery fee - R250. There is no charge for collection from the College.

Discounted fees

Option A fees are discounted (less than the full fee).

Option C fees are the full fee split over a deposit and instalments.

Sponsors

If a sponsor is paying fees on your behalf then they must use your student number or ID number as the deposit reference, that way we know to allocate the payment to you.

Groups

If your application is part of a group application (e.g. your church), then be clear about what you need to pay and what is being paid on your behalf. Speak to your Group Co-ordinator to confirm.

What fees & documents we require from you at registration

- Your submitted application together with application fee (as well as any required supporting docs)

then

- For **Option A** - Your course fee/s (include the proof of payment)

or

- For **Option C** - Your course deposit/s (include your deposit proof of payment as well as your completed and signed debit order mandate)

Outstanding debt

Do resolve any outstanding debt before submitting your application to avoid complications in processing your application. Check your balance with your Catalyst student login, or request that from finance@teec.co.za.

Higher Certificate programme Fees

- 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 2 260
REPEAT registration	R 1 690
COMPONENT	R 950

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	Deposit pay upon application	Instalment paid 4x monthly	Option C Full Price
FULL registration	R 980	R 350	R 2 380
REPEAT registration	R 700	R 270	R 1 780
COMPONENT	-	-	R 950

Advanced Certificate in Religious Education Fees

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 2 610
REPEAT registration	R 1 960
COMPONENT	R 1 100

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 1 090	R 415	R 2 750
REPEAT registration	R 820	R 310	R 2 060
COMPONENT	-	-	R 1 100

Diploma in Theology Fees

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 4 080
REPEAT registration	R 3 060
COMPONENT	R 1 290

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 1 730	R 640	R 4 290
REPEAT registration	R 1 300	R 480	R 3 220
COMPONENT	-	-	R 1 290

Bachelor of Theology Fees

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 5 030
FULL registration - HALF course	R 2 520
REPEAT registration - FULL course	R 4 030
REPEAT registration - Half course	R 2 010
COMPONENT	R 1 590

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. 4 monthly instalments.

Course fee paid in Instalments	Option C		Full Price
	Deposit	Instalment	
FULL courses			
FULL registration	R 2 120	R 795	R 5 300
REPEAT registration	R 1 700	R 635	R 4 240
HALF courses			
FULL registration	R 1 070	R 395	R 2 650
REPEAT registration	R 850	R 315	R 2 110
COMPONENT	-	-	R 1 590

Payment methods

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 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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It is possible to pay by ATM or teller deposit, but please note that if you make a cash deposit at a bank (teller or ATM) then the bank charges a cash deposit fee – which will be charged to your student account.

Payshap

You can pay from your banking app using payshap for transactions less than R 3 000.00 – use the FNB account number shown above. Use your student number or ID number as the payment reference.

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.

You need to submit a debit order mandate for each registration with the College – we cannot use mandates from prior years.

Please note that if you previously defaulted on Option C then you are not offered it again.

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 they should request a Group Registration Form - finance@teec.co.za.

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/application-process.

Email the College if you require assistance - 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 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 you are using payment Option C for any courses)

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 under pressure from registration 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 for that programme. 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 are not able to meet particular programme entrance requirements. See the College website - <https://teec.co.za/access>

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 (the download link is 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 - however we can't work with unclear scans (*check the image before you send it to us*).

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

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 student login can submit their application online - this is the quickest way to submit and process your application. It will also guide regarding any Repeat and Component registrations. You can also view your progress to-date, and access prior Results Letters and your student account.

You will need a Catalyst student 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 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 then Repeat the course in full in a later year. Component registrations do 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 do not pay it again when adding later Components*).

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 regarding any available Repeat registrations. It is always best to repeat a course promptly. If course materials are revised 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 (Semester 1: 5 Feb & Semester 2: 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 - 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.

International payments take 7 to 10 days to clear and appear on our bank statement. Make payments at least two weeks before registration closing dates.

Arranging a courier and costs

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

Courses using physical materials need to be delivered.

Please arrange for your study materials to be collected from the College. This can be a courier company of your choice or someone you know close to Johannesburg (a friend or church member).

A cross-border parcel can be complicated when the sender and recipient are different people. When you arrange for the collection then the whole process is in your hands and there are no unexpected surprises. Check in your area for the companies that do international courier deliveries, and ask their advice.

See the next section which describes delivery costs – particularly with regard to courier deliveries

Delivery options

Delivery costs for physical study materials are paid by 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 paid for by the student.

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 new assignment booklets.

Courier within South Africa

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 R250 with your study application.
- We will use Aramex to deliver to you.
- We will deliver to the Physical Address (not the Postal Address) shown on your student profile – please make sure that it reflects the place where you are expecting delivery of your study materials.

Collect from the College

You have the option to:

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

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 for available cost-effective options when using your own courier to collect from us.

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 (Catalyst)

An online application is the quickest. You will need a Catalyst student 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. If you have selected Option C for any courses then also include the required debit order mandate form.

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

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 to make changes (*once you submit your online application you can see its progress but you can’t make further changes*).

Before the registration closing date we need to receive your final registration payment (for fees or deposits). 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 or a printable form (these documents are attached to your Application Pack).

Alternate Online Application Form

Use this link - teec.co.za/apply - to access an online application form. Complete the required fields, and then submit the form to us.

Make your payment and email your proof of payment to us at: payments@teec.co.za, plus the debit order mandate form if you selected Option C for any courses.

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 PDF Application Form

If you have difficulty using a Catalyst login or the Online form then complete a PDF form document (available at teec.co.za/2025) and email it to: 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 form helps minimise many errors.

Make your payment and email your proof of payment to us at payments@teec.co.za, plus the debit order mandate form if you selected Option C for any courses.

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 a PDF document, then you're welcome to complete a printable form.

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.

The Printable Form is attached to your Application Pack, or request that from us and we will email it to you (you can also find a copy at – teec.co.za/2025). 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 your proof-of-payment for your application fee, as well as the debit order mandate if you selected Option C for any courses. 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.

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 delay, and how to fix it.

Declined applications

We decline applications after the final closing date. Please don't only respond to us when you get the "decline" email - respond to the earlier notifications. Once the "decline" email arrives it's too late to sort things out.

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 few days 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 study content

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 to admin@teec.co.za. Check your personal details on your Confirmation Registration Letter and report any errors.

Printed study materials

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

Emailed assessment instruments

Students doing only Repeat and Component registrations will have their assessment booklets emailed to them. Check that against your Confirmation of Registration Letter. Save and print the documents sent to you. Check your personal details on your Confirmation Registration Letter and report any errors.

Planning your studies

After checking your study 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 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 task or 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 to write the assignment.

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 (counted as seven days - including weekends). 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.

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

Assessment due dates are given in the front of each Assignment booklet, and later in this Yearbook.

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. You can see the record of your logged scripts with your Catalyst student login.

Assignment submission options

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

The Post Office no longer delivers in our area. DO NOT post to us

Email

The whole assignment goes into ONE file (MS Word compatible or PDF - no JPG or PPT). That file is to be attached to one email and sent to **assignments@teec.co.za** (spell this correctly!). No other attachments to that email (one course per email), do not send us download links (no 'sharing', google drive)! No ZIP files.

Send to ONE email address. 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
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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 might not actually 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 and closures 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 way-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.

Post Office

The post office no longer delivers in our area. Do not post assignments as we will not receive them.

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 then 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.

Resubmissions. Check if your marker has asked you to resubmit failed work. If so it is possible to still pass that course. The first assignment has resubmission options (these don't always apply to second or third assignments - follow your marker's instructions). If in doubt ask the College (admin@teec.co.za).

Final results

Student scripts and marker feedback are reviewed in the annual quality assurance cycle, which include internal moderation and then review by the external examiners. Results are released once these processes are complete and documented.

The College officially releases results on 10 December each year, although we often get them out a day or two early. Please do not ask your marker for your results - they will be communicated to you from the College.

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

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

Rev D Harvey B.Th

Mrs B Hoy B.Th (Hons) M.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 M Ntombela B.Th (Hons)
Rev D Nxumalo B.Th (Hons) M.Th
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 Racheku B.Th
Mr T Raedani Dip.Th
Dr A Richter PhD
Rev C Sebowane M.Th
Rev NJ Sefatsa M.Th
Ms M Stark M.Phil
Ms A Steenkamp PhD
Mr H Tayler B.A. LLB B.A.(Hons)(Theol) B.A.(Hons)(Greek)

Assignment Due Dates

Course	Sem	Assignment 1	Assignment 2	Assignment 3
45000	1	2025-04-29	2025-07-08	
45111	1	2025-05-02	2025-07-12	
45121	1	2025-05-06	2025-07-18	
45131	1	2025-05-04	2025-07-14	
45241	1	2025-05-10	2025-07-20	
45251	1	2025-05-04	2025-07-14	
45261	1	2025-05-12	2025-07-22	
45269	1	2025-05-06	2025-07-18	
45371	1	2025-05-02	2025-07-12	
45378	1	2025-05-04	2025-07-18	2025-09-23
45379	1	2025-05-10	2025-07-20	
45384	1	2025-05-12	2025-07-22	
45900	1	2025-04-29	2025-07-08	
45931	1	2025-05-04	2025-07-14	
45941	1	2025-05-10	2025-07-20	
45951	1	2025-05-04	2025-07-14	
45961	1	2025-05-12	2025-07-22	
45969	1	2025-05-06	2025-07-18	
45978	1	2025-05-04	2025-07-18	2025-09-23
45979	1	2025-05-10	2025-07-20	
4LM01	1	2025-05-03	2025-07-12	
4LM02	1	2025-05-10	2025-07-19	
4LM03	1	2025-05-05	2025-07-17	
4LM04	1	2025-05-12	2025-07-21	
4LM10	1	2025-05-03	2025-07-12	
4LM20	1	2025-05-12	2025-07-21	
4LM30	1	2025-05-05	2025-07-17	
4LM40	1	2025-05-10	2025-07-19	
4LM50	1	2025-05-03	2025-07-12	
4LM60	1	2025-05-12	2025-07-21	
4PC01	1	2025-05-03	2025-07-12	
4PC02	1	2025-05-10	2025-07-19	
4PC03	1	2025-05-05	2025-07-17	
4PC04	1	2025-05-12	2025-07-21	
4PC10	1	2025-05-03	2025-07-12	

Course	Sem	Assignment 1	Assignment 2	Assignment 3
4PC20	1	2025-05-12	2025-07-21	
4PC30	1	2025-05-05	2025-07-17	
4PC40	1	2025-05-10	2025-07-19	
4PC50	1	2025-05-03	2025-07-12	
4PC60	1	2025-05-12	2025-07-21	
4PR01	1	2025-05-03	2025-07-12	
4PR02	1	2025-05-10	2025-07-19	
4PR03	1	2025-05-05	2025-07-17	
4PR04	1	2025-05-12	2025-07-21	
4PR10	1	2025-05-03	2025-07-12	
4PR20	1	2025-05-12	2025-07-21	
4PR30	1	2025-05-05	2025-07-17	
4PR40	1	2025-05-10	2025-07-19	
4PR50	1	2025-05-03	2025-07-12	
4PR60	1	2025-05-12	2025-07-21	
4WP01	1	2025-05-03	2025-07-12	
4WP02	1	2025-05-10	2025-07-19	
4WP03	1	2025-05-05	2025-07-17	
4WP04	1	2025-05-12	2025-07-21	
4WP10	1	2025-05-03	2025-07-12	
4WP20	1	2025-05-12	2025-07-21	
4WP30	1	2025-05-05	2025-07-17	
4WP40	1	2025-05-10	2025-07-19	
4WP50	1	2025-05-03	2025-07-12	
4WP60	1	2025-05-12	2025-07-21	
5RE01	1	2025-05-03	2025-07-12	
5RE02	1	2025-05-10	2025-07-19	
5RE03	1	2025-05-05	2025-07-14	
5RE04	1	2025-05-12	2025-07-21	
5RE15	1	2025-05-03	2025-07-12	
5RE16	1	2025-05-10	2025-07-19	
5RE17	1	2025-05-05	2025-07-14	
5RE25	1	2025-05-12	2025-07-21	
5RE26	1	2025-05-03	2025-07-12	
5RE27	1	2025-05-10	2025-07-19	
5RE35	1	2025-05-05	2025-07-14	
5RE36	1	2025-05-12	2025-07-21	

Course	Sem	Assignment 1	Assignment 2	Assignment 3
7000	1	2025-05-02	2025-07-11	
7001	1	2025-05-09	2025-07-18	2025-09-26
7002	1	2025-05-13	2025-07-22	2025-09-30
7003	1	2025-05-02	2025-07-11	2025-09-23
7004	1	2025-05-06	2025-07-15	2025-09-23
7005	1	2025-05-06	2025-07-15	
7006	1	2025-05-06	2025-08-15	
7103	1	2025-05-04	2025-07-13	2025-09-24
7104	1	2025-05-04	2025-07-13	2025-09-24
7122	1	2025-05-11	2025-07-20	2025-09-28
7131	1	2025-05-11	2025-07-20	2025-09-28
7155	1	2025-05-02	2025-07-11	2025-09-23
7156	1	2025-05-09	2025-07-18	2025-09-26
7157	1	2025-05-09	2025-07-18	2025-09-26
7158	1	2025-05-02	2025-07-11	2025-09-23
7243	1	2025-05-02	2025-07-11	2025-09-23
7245	1	2025-05-06	2025-07-15	2025-09-23
7261	1	2025-05-04	2025-07-13	2025-09-24
7276	1	2025-05-09	2025-07-18	2025-09-26
7281	1	2025-05-13	2025-07-22	2025-09-30
7372	1	2025-05-13	2025-07-22	2025-09-30
7373	1	2025-05-06	2025-07-15	2025-09-23
7375	1	2025-05-11	2025-07-20	2025-09-28
7377	1	2025-05-09	2025-07-18	2025-09-26
7378	1	2025-05-02	2025-07-11	2025-09-23
85100	1	2025-05-06	2025-07-15	2025-09-23
85130	1	2025-05-09	2025-07-18	2025-09-26
85240	1	2025-05-02	2025-07-11	2025-09-23
85250	1	2025-05-04	2025-07-13	2025-09-24
85260	1	2025-05-11	2025-07-20	2025-09-28
85370	1	2025-05-13	2025-07-22	2025-09-30
86111	1	2025-05-04	2025-07-13	2025-09-24
86123	1	2025-05-09	2025-07-18	2025-09-26
86135	1	2025-05-09	2025-07-18	2025-09-26
86241	1	2025-05-02	2025-07-11	2025-09-23
86255	1	2025-05-04	2025-07-13	2025-09-24
86263	1	2025-05-11	2025-07-20	2025-09-28

Course	Sem	Assignment 1	Assignment 2	Assignment 3
86267	1	2025-05-11	2025-07-20	2025-09-28
86371	1	2025-05-06	2025-07-15	2025-09-23
86375	1	2025-05-02	2025-07-11	2025-09-23
86376	1	2025-05-11	2025-07-20	2025-09-28
86377	1	2025-05-09	2025-07-18	2025-09-26
86378	1	2025-05-11	2025-07-20	2025-09-28
86379	1	2025-05-13	2025-07-22	2025-09-30
86395	1	2025-05-13	2025-07-22	2025-09-30
87112	1	2025-05-04	2025-07-13	2025-09-24
87124	1	2025-05-09	2025-07-18	2025-09-26
87136	1	2025-05-09	2025-07-18	2025-09-26
87242	1	2025-05-02	2025-07-11	2025-09-23
87256	1	2025-05-04	2025-07-13	2025-09-24
87264	1	2025-05-11	2025-07-20	2025-09-28
87372	1	2025-05-06	2025-07-15	2025-09-23
87396	1	2025-05-02	2025-07-11	2025-09-23
87401	1	2025-05-09	2025-07-18	2025-09-26



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TEE College is registered with the Department of Higher Education and Training as a Private Higher Education Institution, programmes are registered with the South African Qualifications Authority and accredited by the Council on Higher Education