



***Student Administration***

# ***Registration Guide***

**SRG**

## Student Registration Guide

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Read also the separate **Student Study Guide:**

**Study Guidance** (What you have, how to check and start)

**The Spiritual Side** (Character Building Programme)

# Introduction – Studying at CLT

Dear ..... (enquirer)

Thank you for contacting us about possible studies with us. We have an exciting range of Ministry programmes which includes a unique Mentoring System. You will enrol at a local Bible School and will be allocated to a Tutor. It is a part time study and you will be able to earn an accredited Diploma in Ministry which gives access to a Bachelor degree with **Calvary University**. The curriculum we use is the very advanced and well known **Calvary Academics programme**.

Ministry or theological training involves the transfer of Christian values and concepts which by command of our Lord Jesus has to take place by means of **making disciples**. We do not have a correspondence system in mind since that has no **Biblical model** or **Scriptural foundation**. We therefore have developed a system involving a **Personal Tutor** in the learning process. The role of the Tutor diminishes as you approach your graduate and post-graduate studies. Every student or candidate must still have one and can even help **with the appointing of a suitable Tutor**.

The Calvary data-base on which your marks will be administered is now ready for receiving student details and we hereby attach a form for you to complete your **personal** and **contact** details as well as your **address**. We will then contact you to inform you of the study possibilities and what your first payment should be. Do not make any payment now. We first want to make sure that we can help you, and herewith attach course information.

The following steps must be taken if you wish to get started:

- Fill in these details now requested (**to register you**)
- Fax the completed form (Student Reg.) to our fax: .....
- Receive a communication from us as to your **first actions**
- Complete the other required forms sent to you – then **fax back**
- We must ensure you have a **Personal Tutor** near you
- Directing you to the local Bible School (Tuition Centre)

What do you do when you receive your **first material**:  Don't forget!

- Read the **Study Letter** (in the *Phasebook*) for detailed information
- **Study the material** in every way you can, to grow and mature
- Attend **Classes** where the **Lecturer** will explain each topic
- Write the **Module Test** and hand in **Assignments** to the tutor
- Attend a **Group Discussion** to learn how to talk/interact/think

Do this for **every module** until the programme is completed. ☐

# Studying as a Calvary Student

*All the action steps to take when you start to study as a Ministry Student*

1

**Read:** 4  
**Start-up Guide**

The **Student Start-up Guide** page describes the most important step, which is to find a TC and Tutor. Read all the pages and take the suggested steps.



2

**Find:** 11  
**Ministry Tutor**

The appointment and duties of a Tutor (student assessment, guidance and academic counsel) are explained on the **Mentoring Guide** pages. See also the **Mentored Student** pages.



3

**Forms:** 14  
**Registration**

All the needed forms with examples to register a **tutor** and a **student** with us are provided, also the optional registration with **Calvary University**, if you wish to receive their qualification certificate instead of the one from CLT.



4

**Study Overview:** 15  
**Programme**

A colourful overview of the two semester curriculum (2 years) showing the courses leading to the Diploma in Leadership. This **schedule** contains a list of modules, skills and the fees.



5

**First Step:** 23  
**Complete Forms**

To start your studies, you must complete and hand in the Registration Form(s). Some fees must be **prepaid**.



6

**Study:** 7  
**Method - How to**

When you receive your material, read through the **Ministry Student Study Guide** provided. This will show you how to study and which resources are available on the DVD.



7

**Get Credits:** 20  
**Submit your work**

Upon completion of a module, your work must be marked by your Tutor. You will receive credits every time you make progress – ultimately resulting in a qualification.

# Student Start-up Guide

*An overview of what a student must do to be mentored for a Ministry programme.*

## Follow the Steps

The attached documents are packed with information. They are set out to make it easy to understand if read carefully. Provide us with accurate details when you complete the registration forms. This will assist us to better communicate and serve you as you study.

The previous page depicts a series of logical steps. The process will help you as you follow the **Ministry programme** (a group of courses). It will enrich your life and help you to be a more effective member in your church. (If you did any studies before now, you may be eligible for credits. This is called **Recognition of Prior Learning – RPL**.)

## Read the Information **1 Informed**

It is always good to read an important paragraph twice. To remain compact, forms often have little room. Read the fine print to prevent misunderstandings. Read the questions again to see if you filled in all the relevant information correctly. Complete also the local Tuition Centre's forms, if any.

## You Need a Tutor **2 Appoint**

CLT does not have students who study on their own. A Christian course also deals with formation of character. **Discipleship** is part of **the Great Commission**. A teacher must be involved. If a tutor did not approach you, you must find such a person. (See the pages titled **The Ministry Tutor**.)

A personal tutor will facilitate practical learning at the Tuition Centre. A Tutor has an appropriate qualification and, preferably, experience in the field of Ministry. He/she is a person **of solid character**, who will be a **pillar of strength** to the student, and able **to give trustworthy progress reports** on the character growth, and academic and practical achievements.

## Follow Through on your Decision **3 Study**

**Get involved with the Tutor** who has been appointed to you. Doing these courses will improve your life and your skills. The more you study, the better. Start now by completing the forms and read through the **Study Guide**. Be prepared to pay for the first course material as well as the registration fee. Read the other guiding material carefully and prepare to hand in the first assignment and task. These will then be marked for credit on your record. Act today!

# Character Building

*Rom 5:4 ... endurance creates character, and character creates confidence – GW*

## Introduction

### *The Spiritual Side*

Studying at **Calvary** is not just about academic excellence. It is also about your life as a Christian. You want to be enriched in your spirit. As Paul says: (1Cor 6:20) *"for you are bought with a price. Therefore glorify God in your body and in your spirit, which are God's."* Grow in the Spirit in Christ!

## Christian Life Balance Sheet

Have you sometimes wondered where you are spiritually? Like a business draws up a balance sheet, why not have a look at where you stand in respect of seven important **Christian foundational aspects** in your life?

## Alone With God

God is a personal God. You need to talk to Him and hear from Him what He wants to say to His dearest child, that's you! For this you should **set aside some time**, just like Adam and Eve did before the fall. You will not be alone!

## Bible Reading Selection

You will complete your Adv. Diploma over three Phases. Each Phase has 36 to 38 weeks. This will give you enough time to **study** the most important 84 chapters in the Bible at a rate of  $\pm$  **one chapter per week**.

## eSword Software Programme

This is one of the best and certainly the most popular Bible software packages available today – and its free! You can use this, whenever you need to quote from the Bible. Use it for your quiet time. You may set the font to any size you like and read your Bible on-screen. Have a look at the commentaries for expert explanation on difficult texts. Choose your version wisely. The **New King James** or **Holman** is very good but has to be purchased. The old **1933/1953 Afrikaans translation** is by far the best Afrikaans version.

## Critical Christian Issues

*Agreement form next page*

Other topics will be published on the Website forums throughout the year. These discussions are meant to help you grow to Christian maturity. They are not marked and do not form part of your compulsory curriculum. It will, however, affect your thinking, the discussions with your tutor, the way you do your work, your studies and your general **Christian view of life**.



# Student Agreement

A **student** or as he/she is also going to be referred to, **the learner**, enrolls with Calvary (CLT) and signs this agreement only after he/she is fully informed of all the rules and regulations as contained in the **Student Registration Guide** which is made available from the local Tuition Centre or by the student's **personal Tutor**. The learner is aware of the fact that all administrative matters have been delegated to one such local organisation such as a Tuition Centre or through a personal Tutor associated with a Tuition Centre. The learner is therefore fully informed of the rules and regulations with respect to the following matters:

- **Entry level** of each academic programme or course
- The nature, content, and requirements for each programme
- The **admin fees** set by the local Tuition Centre or personal Tutor
- The **costs** (student fees) of each of the modules of the programme
- The expected kind of behaviour and specific rules applying to the Tuition Centre (Bible School) where application is made
- The available **facilities** and conditions of access to them
- The nature of the **Outcomes Directed Learning** offered by Calvary

The Tuition Centre is a ministry of excellence which aims to establish Christian standards. As such we ask students to adhere to the same **standards of excellence**. The student therefore agrees to the following:

I understand the objectives of **Calvary Life Tutors** (CLT). I am prepared to engage in serious study and application of God's Word in my life. I understand the tuition requirements and the responsibility involved.

I have read the **Church Life Prospectus** and understand all the policies and rules therein. I make a commitment to abide by them. I will be an example of **good Christian character and conduct** at all times and places during the time that I am enrolled as a student. I understand that studying through CLT is a privilege and that the TC administration and CLT have the right to require withdrawal of a student at any time to safeguard the ideals of **discipleship** or the **moral atmosphere**. I hereby indemnify the Tuition Centre and CLT from any claims of compensation that may occur during my studies, outside of my study fees paid in advance. I understand that SAQA does not accredit short courses but that the law requires all organisations to acknowledge my earned credits.

I will allow my name and earned credits to be placed on a qualification generating **Data Base**. ☒

Applicant's Signature: S.I.G. Nature Name: Mr. John Smith  
(Please print clearly.)

Date of Application: 14022015 Tutor Name: Dr. Thomas Brown

Applied at Tuition Centre: Christian Life – Sinoville

Signature of Acceptance of Dean or Tutor: S.I.G. Nature

# The Mentored Student

Correspondence training is not a Biblical concept – Mentoring is

## DESCRIPTION OF A MENTORED STUDENT

e-Learning

A student enrolled for a Certificate or Diploma in a **Church Life Ministry Programme**, attending classes and being mentored by an appointed Tutor.

## STUDY MATERIAL

The **Ministry** study material outlined on following pages is used for *all students*. It forms the basis of a prescribed set of academic activities which add up to the required credits. Several elements contribute to our programmes.

## METHOD OF LEARNING ●

These academic activities or elements of learning are facilitated by **lecturers**, a **Tutor** and **group** activities. The students also complete individual work:

- **Character Building†**
- **Planned Bible Reading†**
- **Scripture Memory Plan†**
- **Church Ministry & Mission†**
- **Group Discussions† – CVD**
- **Personal & Study Skills\***
- **Communication Skills\***
- **Human Relations Skills\***
- **Vocabulary Building\* Reader**
- **Academic Research Assignments**

## MENTORING SESSIONS

†Ministry Praxis Task

\*Life Skills Courses

The Tutor or Dean oversees the progress made by the student by completing a **Module Report** and orders the **Course Material**. The Praxis book prescribes practical activities that must take place in order to complete the curriculum (programme of 7 modules), and in the end to receive the **Certificate** or **Diploma**. The Tutor and Dean facilitate the study process (lectures) to satisfy the **credit requirements** (hours of activities) prescribed to reach the set **objectives**.

## ADDITIONAL ACADEMICS

In addition to the lectures, the learner should **read** relevant books and articles, which are of a *suitable nature* with respect to the topics being studied. These may come from the Tutor's personal library or the student's own personal book acquisitions. The **Internet**, **Resource DVD** and **Readers** of each phase also provides an excellent source of research and suitable reading material.



## PRACTICAL TASKS

*Application form at the back*

The student completes the prescribed Tasks called for in the **Praxis** book: **Work** (in Church context), **Ministry** (in the community), **Mission** (in other area), **Personal work** (caring for an individual for some time) and **3 Disciples**.

## SKILLS DEVELOPMENT

**Life skills** development suitable for Ministry such as: Study Skills, Grammar (oral/written), Inter-personal Communication and Personal Relations form part of the curriculum. This is studied in parallel with the other work.

## REGISTRATION ON CALVARY ACADEMICS PLATFORM(CAP)

All **mentored students** at Certificate and Diploma level, must register on the Calvary Academics Platform (CAP) to gain student access to on-line resources and for writing the on-line tests. The tutor will also record assignment and other test marks on-line for the student. The cost per student is included in the study fee. It may take up to 36 months (3 years) to complete a Diploma.

## ASSESSMENT METHOD (e-learning)

The Student will be given marks by the **Tutor** or **Dean** for the **written assessments**, the **practical tasks**, **group work** (or discussion sessions) and the **Workfile** which shows proof of activities. Web-based **tests** are written on the **CAP** (Calvary Academic Platform). Tests count for about 30%. Students are to be trained to write the test on the **CAP** Website. The student studies the PowerPoints that are provided on the Flash Drive, may listen to selected MP3 recordings, etc, to prepare for the random tests. This method provides the necessary width of preparation and training for Ministry.

## ADMISSION BY TUITION CENTRE

Students apply for acceptance into the Certificate or Diploma programme by registering at a Tuition Centre by providing **proof of identity** and **Matric** results. Students attend at least 90% of the offered classes, and must be mentored by an **approved Tutor** who is near the student's residence. The TC may charge the student an **admission fee** (± R500) per study year, plus a monthly fee, according to the set fees of the local Tuition Centre.

## COURSE MATERIAL AND STUDY FEES

The **course material** is obtained as part of the study **fee** charged per phase. Extra mentoring fees are paid to the Tutor per session. International students applying to study, will pay the higher dollar fees. They will be allocated to a Tuition Centre and must submit the details of an acceptable Tutor.

\* Recommended fee for two or three learners is R50 each, and with a single learner R100 per session (40 to 80 minutes).

# ***Mentoring Guide***

*An overview of what a Tutor does to facilitate learning for a Calvary Student*

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## **Personal Contact**

To mentor students is a Biblical concept. Interaction with students enhances their learning abilities and therefore their **Life in Christ**. For this reason close proximity is a requirement of the Calvary mentoring system.

## **Suitably Qualified**

To successfully mentor students the tutor needs to have an academic qualification higher than the one which the student is enrolled for. We also value practical experience highly, which may result in accepting a Tutor.

## **Spiritual Guidance**

This is one of the most important functions of the Tutor. The **Church Life Programme** is a response to the Lord's command of ***making disciples***. This ideal runs through all our programmes, activities and evaluations.

## **Academic Advice**

If students have questions of an academic nature – the Tutor must have such a background of **the world of Academia** that he will not be out of his depth in handling the general type of questions that may be asked.

## **Test Marking or Web-tests**

The long-term ideal is to have automatic marking Web-tests in place. Until then a manual test for each major topic of a module is set and marked.

## **Computer Literacy**

The e-learning environment of our programme demands that the Tutor and student be computer literate. Assistance to handle the e-learning elements of the Calvary programme is available on-line.

## **Internet Access**

Should the student not have access to the Internet, the Tutor should at least be able to provide this. Sometimes a local library will have the facility for a monthly or yearly fee. For Web-tests students need Internet access.

## **Mentoring Fees**

An acceptable fee structure should be negotiated with the students. We suggest R50 per student if the Tutor sees 2 or 3 students at a time, otherwise R100 could be charged for a 40 to 80 minute mentoring session.

## Module Report

The **Module Report** is the most important document in the mentoring system because it displays the student's performance and progress. It requires the Mentor's interaction with the students in seven activities. Tests and assignments are also marked towards credits by the Tutor.

### Lectures

**Instruct** the students to mark the printed page with a highlighter or underline with pen and add their own Scripture references, comments, lists, etc. as part of the learning process. Then **check the boxes** against completed lectures.

### Reinforcing

They will remember the facts, understand the concepts and make the values their own as they are exposed to the material in different ways by hearing, interacting and seeing (reading) each lecture several times.

### Summarising

The slides give a summary of the material in one way. Students can also edit the slides, write their own summary or use the provided **Mind-Map software** to arrange the concepts in new ways that make sense to them.

### Evaluating

**Check the boxes** against lectures for which they have completed a Web-test or written a test. Circle the blocks for which they have chosen to do an assignment. Let them do at least two assignments, to be marked by you.

### Practical

Encourage students to be appointed to specific work in the local church and the local community. Have they travelled for a kingdom reason? Are they serving people with needs in any way? Report by ticking the boxes.

### Character

Let them meditate on the two given virtues, study Scriptures and pray about them. Let them apply each practically or observe how people apply these principles. Require a paragraph or two about each one and discuss.

### Bible Reading

Students must read four **Bible Chapters** per module. They should keep a diary on their Bible reading and summarise the content of each chapter. They must select 7 Bible memory verses from the supplied verse list in the Ministry Study Guide and commit these to memory.

# ***The Ministry Tutor***

*The personal tutor will assure spiritual growth while the student is trained*

## **Disciple Making**

### **DEFINITION OF A TUTOR**

A university or college teacher responsible for assigned students. A private teacher, typically one who teaches a single student or a very small group. – Oxford Dictionary.

### **WHO CAN BE A TUTOR?**

A personal tutor will facilitate learning to students apart from the lectures, group discussions, church ministry, mission trips and praxis as facilitated by a Tuition Centre. A Tutor has an appropriate qualification and, preferably, some experience in the field of Ministry. The Tutor is a person the student respects and can trust. Apart from a good reputation and professionalism, the Tutor must be able to handle some of the necessary evaluation of the learner's progress in the **Calvary Academics Ministry Programme**.

### **WHAT IS EXPECTED OF A TUTOR?**

The tutor must be available **in close proximity** to the mentored student who studies for a **Certificate or Diploma**. Since the teaching model of our Lord Jesus Christ was one of **personal contact** and **spiritual input**, we believe that for Ministry training, a student who receives interactive group sessions and lectures, must also be exposed to the **personal mentoring influence** of a Tutor. The student needs someone to give guidance, advice, be a sounding board, and who offers wise counsel. Such a person has to have a thorough grasp of the "**Church Life**", which embraces the Charismatic/Pentecostal way of thinking. The task of the Tutor is further defined in the **Tutor Guide**.

### **FEEDBACK / SOUNDING BOARD**

The mentored student should have regular meetings with the tutor. The tutor may charge between R50 and R100 per session\*. The learner will receive guidance and feedback on, for instance, written assignments, e.g.:

- The general **layout** and usage of fonts, alignment and space in the essay
- The correct usage of a **reference system** for citation and Bibliography
- The **suitability** of books or Websites used as source material
- How the evidence found in the source material was **analysed**
- The way in which a **logical conclusion** was reached

\* A set fee for tuition will be determined by the Tuition Centre under guidance of the Support Centre in the region.

- Formulating and reaching an own **conclusion** or opinion
- How well the work was **formulated** (sentence construction etc.)
- Whether **reasoning** ability was shown
- Whether critical **evaluation** was applied
- Whether the **style** is clear enough for others to read
- Whether an understanding of the meaning of **words** was demonstrated

If the student does not attend some of the classes to hear live lectures, the tutor will create a learning environment augmenting the group discussions in a Tuition Centre. It is essential that the mentored student **reads** and **studies** the set section of the material before each meeting with the tutor and lecture.

## ASSESSMENTS

The tutor is responsible for the marking of assignments and tasks as required for each module. Many evaluations are formative, which means that the student learns through performing of the task or group discussion for which an evaluation mark /% is given. Each tutor should become familiarised with the **Web-access process** of **CAP** in order to assist the student. The final aim is that all tests will be written on-line by registered students. Each student must first be registered on the Website for a Phase in order to write the test. The tutor can help the student with these tests by encouraging the student to use the e-cards or PowerPoints that are be provided. Any written work done will serve as proof of preparation for the Web tests and becomes part of the Portfolio.

## COUNSELLING FOR DISCIPLESHIP

Since the **Calvary** programme is not only an academic course, but also preparation for the Ministry, students must have access to counselling on a spiritual level and academic level – preparing someone to work with people within a spiritual (Christian) faith context. The tutor will be required to steer the student along prepared guidelines for suitable discussions (Calvary Disciple), as well as monitoring appropriate activities.

## HOW A TUTOR IS APPOINTED

*Registration form at the back*

Tutors are registered at a Tuition Centre to act on behalf of Calvary to facilitate more effective learning. A CLT representative will examine the suitability of the qualifications as well as the necessary practical experience needed for their mentoring function. A candidate will give proof of **qualification** (an appropriate qualification **or** being **over 40**) and **identification** by submitting certified copies of these documents. (See following pages) If a personal interview cannot be arranged, a **personal testimony** from a local pastor, or established academic, or professional, is acceptable.



# Tutor Registration Form

Mentor Number: 1 0 7 0 7 9

## PERSONAL DETAILS

Name: Dr. Thomas  
(Include Title)

Surname: Brown

ID No: 4807285012083  
(Provide photocopy)

Date of Birth: 28 07 19 48

Photo: (Black & white or colour, normal 38x38mm)



A copy of this page must be on file at the Bible School (Tuition Centre) with whom the Tutor is associated. It serves as the **document of registration**.

Training will allow the Tutor to continue facilitating at advanced levels.

Phone: abcde@gmail.com

Cell: (035) 567 8901

Fax: 074 945 7654

email: (035) 567 8902

Address: River Street 56

Street/Box: P.O. Box 123

Town: Welkom

Code: 9876 (or Country)

## BANK DETAILS

Account Holder: T.C.H.  
Brown

Bank: First City Bank

Branch: Welkom 890212

Account No: 23456789023

## EXPERIENCE

Highest academic qualification held:  
(for instance Dip.Min, B.Ed, or over 40):

Diploma in Ministry  
(Provide photocopy)

Where: River of Life College

Year of qualification: 1994

Are you doing further studies? Yes

Are you also a Leader/Pastor? Leader

Can/Do you counsel? Regularly

Are you willing to disciple? Yes

Who can give you a character reference?

Name: Rev. Tony Carothers

Tel/Cell: 034-123 4567

With which T Centre are you associated?

Joy College 345

## AGREEMENT

I accept, as the condition of this agreement, to act on behalf of Calvary as a Tutor to students who are registered with us for completion of a Certificate or Diploma.

I will give personal guidance according to the Calvary description of a Tutor as I will complete and submit reports.

It is my responsibility to negotiate with the candidate(s) an agreed mentoring fee.

Signature: S.I.G. Nature

Date: 22/07/2008

TC Dean Signature: Sig Nature



# Registration: Student Details

Student Number: 234005

## Personal:

Are you also a Tutor? ☐

Title: Mr Yes ☐

Initials: J.A. Are you French? ☐

Preferred Name: Spikes

First Names: John Anthony

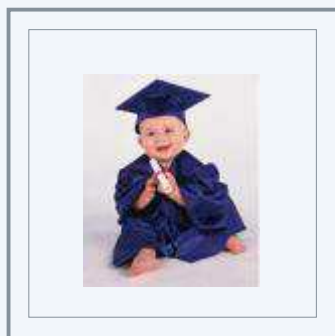
Last Name: Smith

ID No: 5502145097085

(Provide photocopy of ID for TC file)

Date of Birth: 14021955  
Day Month Year

Photo: (Black & white or colour, normal 38x38mm)



This page must be on file at the responsible Tuition Centre. The TC admin will be responsible to update all marks.

This form must be on file as a student document of proof to maintain a complete learner portfolio and to regulate the supply of curriculum.

## Contact:

Work No: (035) 567 8901

Fax No: (035) 567 8902

Cell Phone: 074 945 7654

Home No: (035) 567 8903

e-mail: abcde@gmail.com

## AGREEMENT

I understand and accept the conditions of training at Calvary University as set out in the Student Agreement. I will abide by these rules and regulations which safeguard the ideals of discipleship and the moral atmosphere.

I will be an example of good Christian character and conduct at all times and places while I am enrolled as a student.

I hereby indemnify my Tutor and Calvary from any claims of compensation (outside of undue fees paid) that may occur during my studies.

Signature: S.I.G. Nature

Completed this date: 14022009

Calv Univ. Student Number: 37890

Date Reg. with CU: 18092009  
Day/Mo/Yr

Provide above if you have a Calvary University student number.

## Address:

We will send post to this first address:

Postal address: P.O. Box 123

Welkom 9876

Country:

Physical address: River Street 56

Sunview Flats 25

Welkom

Tutor: Who will act as your Tutor?

Name: Thomas Brown

Your tutor must register on the same kind of form.

Highest previous qualification: Transfer Credits

Matric Boys High 1989 0

e.g. Matric or Diploma. State also place and date. Provide copy of diploma

Programme enrolling for: Certi, Dip. etc. in ...

Prog: Cert in Chr Dis CDIS  
Programme Code

Specialization: None (If any)

Subjects: Graduate at: CLT ☐ CUniv ☐ Other ☐

1 Christian Basics 1 ☐  
State course names, or description, or RPL (if any)

2 Old Testament Survey ☐

3 Values of Christ ☐

4 Christian Basics 2 ☐

5 The Gospels & Acts ☐

6 Discipleship Growth 1 ☐

7 Survey of the Letters ☐

Praxis Skills and Praxis ☐

Final Mark ☐

Tuition Centre: Ask Dean to Sign This area for student marks

# Phase 1

Everyone starts here!

CCD1

Using Calvary Academics courses in A4 format books within an e-learning environment.

1st Year:

## Certificate in Christian Discipleship

Starting books:

80 credits

Study Guide (Phase 1-3)

MSG

Ministry Praxis Vol 1 + CVD1

MPX1

7

Phasebook Ministry 1 (tutor)

PBM1

Ph 1 Reader A (Bible chapters)

P1Ra

Credits

Module

1

Christian Basics 1

Companion Workbook

CHB1

11

WCHB1

[BCB1]

2

Old Testament Survey 1

How to Listen

OTS1

5

LSN

2

[OTG1]

3

Values of Christ

IT Skill: Microsoft Word

VCH

7

MSW

4

4

Christian Basics 2

Companion Workbook

Ph 1 Reader B

CHB2

11

WCHB2

P1Rb

[BCB2]

5

The Gospels and Acts

How to Learn

GSA

8

LRN

2

6

Discipleship Growth 1

Companion Workbook

DGR1

12

WDGR1

[GRD1]

7

Survey of the Letters

Use Spare Time Effectively

SLT

9

UST

2

Resource DVD (Phase 1) RPH1 (Optional)

80

Afrikaanse kodes

Note: Entry level: Grade 10. Matric only required if not over 22 years old

# Textbook Topics: Ph1

Themes and modules offered in the various A4 format text books: arranged per phase

- **Christian Basics** Vol 1 **CHB1**  

THE GODHEAD	01 <sup>4</sup>	<b>[BCB1]</b>
FOUNDATION DOCTRINES	02 <sup>3</sup> 03 <sup>3</sup>	
PERSONAL DEVELOPMENT	20 <sup>3</sup> 21 <sup>3</sup>	
CHRISTIAN CHARACTER	24 <sup>4</sup> 25 <sup>3</sup>	
- **Old Testament (a Survey)** Vol 1 **OTS1**  
The Bible, Genesis to Joshua 86 pages **[OTG1]**
- **Values of Christ** **VCH**  
31 Values and Sermon on the Mount 130 pg
- **Christian Basics** Vol 2 **CHB2**  

NEW COVENANT	06 <sup>4</sup>	<b>[BCB2]</b>
FINANCIAL WISDOM	37 <sup>3</sup> 38 <sup>4</sup>	
PRIORITIES OF LIFE	39 <sup>2</sup>	
PRAYER (3 Volumes)	26 <sup>3</sup> 27 <sup>3</sup> 28 <sup>2</sup>	
- **The Gospels and Acts** **GSA**  
Matthew, Luke, John & Acts 140 pg
- **Discipleship Growth** Vol 1 **DGR1**  

THE WHOLE MAN – Spirit Soul Body	19 <sup>3</sup>	<b>[GRD1]</b>
HOLY SPIRIT – FRUIT	30 <sup>3</sup> 31 <sup>4</sup>	
FAITH	04 <sup>3</sup> 15 <sup>4</sup>	
HOLY SPIRIT – LEADING	22 <sup>3</sup> 23 <sup>3</sup>	
- **Survey of the Letters** **SLT**  
The letters of Paul & the general letters 164 pg

Students **attend** the lectures, do self-study using readers, group discussion as guided by the CVD1 book and engage in practical ministry. A Tutor oversees the discipleship of the student to be complete and effective. UFD (stick) is available.

**Note:** The main modules are encircled: **12** The other material is from the **Mini Bible College** and should be read beforehand by the learner. Each of the MBC modules is coupled with a skill, one of them an **IT skill**. The old A5 book numbers are indicated with the number of lectures.

At the completion of phase 1 the Tuition Centre will apply for a:

- **Certificate in Christian Discipleship** 80 credits

Should the student have sufficient IT experience **CMB** may be evaluated by **RPL**.

This is followed by a **Diploma in Leadership** (see page 10,11)

All lecture books are prepared by **Calvary Academics** and are provided by CLT as part of the tuition offered. This programme makes use of advanced e-learning technology of Calvary which is used to mentor students for higher education.

# Ministry Schedule Example: First Phase Lectures

WEEK	Session 1	page	Session 2	page	Session 3	WEEK
1	Welcome & Orientation	MSG	Foundation Doc 1	33	Personal Dev 1	86
2	The Godhead 1	2	Foundation Doc 2	41	Personal Dev 2	97
3	The Godhead 2, 3	11	Foundation Doc 3	51	Personal Dev 3, 4	107
4	The Godhead 4	25	Foundation Doc 4, 5	59	Personal Dev 5	123
5	Christian Char 1, 2	141	Foundation Doc 6	75	Personal Dev 6	131
6	Christian Char 3, 4	157	OT Survey 1 - 1	1	MPX1: Testimony Salv.	8
7	Christian Char 5, 6	171	OT Survey 1 - 7	13	CMB 1	2
8	Christian Char 7	187	OT Survey 1 - 11	25	CMB 2	10
9	CHB1 Test		OT Survey 1 - 16	37	CMB 3	18
10	Values of Christ 1.1	1	OT Survey 1 - 20	51	CMB 4	31
11	Values of Christ 1.6	18	OT Survey 1 - 23	63	New Covenant 1	2
12	Values of Christ 1.12	33	OT Survey 1 - 26	75	New Covenant 2, 3	11
13	Values of Christ 1.18	49	OTS1 Test		New Covenant 4	27
14	Values of Christ 1.25	64	Prayer 1	128	How to Listen 1	1
15	Values of Christ 2.1	79	Prayer 2, 3	139	How to Listen 2	14
16	Values of Christ 2.4	97	Prayer 4, 5	155	Financial Wisdom 1	38
17	Values of Christ 2.6	114	Prayer 6, 7	169	Financial Wisdom 2	49
18	VCH Test		Prayer 8	189	Financial Wisdom 3	59
19	Priorities of Life 1	108	MSG - Disciple Making 1	60	Financial Wisdom 4	71
20	Priorities of Life 2	117	Practical - Disc Making 2		Financial Wisdom 5, 6	81
21	MPX1: Pers Development	26	CVD1 - Disc Making 3	40	Financial Wisdom 7	89
22	Gospels & Acts 1	1	CVD1 - Disc Making 4	47	CHB2 Test	
23	Gospels & Acts 2	11	How to Learn 1	1	Faith 1, 2	88
24	Gospels & Acts 2.6	27	How to Learn 2	14	Faith 3	103
25	Gospels & Acts 2.9	43	The Whole Man 1	2	Faith 4, 5	111
26	Gospels & Acts 3	54	The Whole Man 2	11	Faith 6	127
27	Gospels & Acts 2P	69	The Whole Man 3	19	Faith 7	135
28	Gospels & Acts 4	83	Holy Spirit - Fruit 1, 2	28	MPX1: Group Participation	38
29	Gospels & Acts 5	104	Holy Spirit - Fruit 3, 4	43	Holy Spirit - Leading 1	142
30	Gospels & Acts 5.4	116	Holy Spirit - Fruit 5, 6	53	Holy Spirit - Leading 2, 3	151
31	Gospels & Acts 5.6	127	Holy Spirit - Fruit 7, 8	65	Holy Spirit - Leading 4	167
32	GSA Test	1	Holy Spirit - Fruit 9, 10	77	Holy Spirit - Leading 5	177
33	Survey o/t Letters 1	17	Survey o/t Letters 2	12	Holy Spirit - Leading 6	187
34	Survey o/t Letters 2.8	29	Survey o/t Letters 2.5	45	DGR1 Test	
35	Survey o/t Letters 3	57	Survey o/t Letters 4	68	Use Spare Time 1	1
36	Survey o/t Letters 6	85	Survey o/t Letters 8	96	Use Spare Time 2	14
37	Survey o/t Letters 13	111	Survey o/t Letters 15	124	MPX1 - 4 Skill Tests	Back
38	Survey o/t Letters 16.3	140	Survey o/t Letters 19	153	SLT Test	

## 38 WEEKS

On the far right we have attached (Wednesday) dates to the group of 3 lectures which have a **week number** indicated on the left. This week number can be used in your diary or in a lecturer's schedule. We have used this number in Phasebook One, which is your weekly guide. You can also move the whole programme forward, if another set of dates suit you. Fill in the dates as they work out or according to your given schedule. In this way **the program remains flexible**. We have combined short lectures and you may split long or important ones.

Find the meaning of the codes in the **Church Life Prospectus or Centre Guide**, e.g. VCH - Values of Christ. The page numbers are indicated in a column to the right of the lecture list. Colours indicate semester breaks for holidays.

This is a suggested schedule which works together with Phasebook One. In January the schools start but the Bible school may start later (in February) and breaks up before each holiday. Classes **finish early** in the year in order to have some free time when other year-end activities mount up at that time. You can still have a graduation.

# Phasebook — Guide

*Use these 6 areas to actively work through each module*

---

**Phasebook** is your student companion to help you navigate through each module's lectures, the practical tasks, the skills and academic assignments.

## **Vocabulary** — New words from the Bible Readers

On the second page of each **module set** we have listed some of the less used words found in the **Bible Readers**. The readers have a list of these words with definitions. Please underline the ones which you do not know that well. Look up the definitions and make a note to remember these.

## **Ministry** — Record of 4 activities

You do your **record keeping** of the practical work you do during the week. This includes time you spend with the **Tutor** and 3 **disciples**. You may be assigned some **work at church** or you may occasionally do an **outreach**.

## **Speaking skill** — Group discussion

We have a textbook, **Public Speaking**, which is available on the DVD. Since this topic is so important in Christian Ministry, you are also required to participate in a group discussion. The topics are in the DVD book. Each module has two sets of seven topics. You should read the first topic of each set for module 1. We also give you advice on group discussions on page 59. Exercise your speaking ability regularly to be effective in Ministry.

## **Resources** — Extra reading record

CLT has a Website [[www.clt.org.za](http://www.clt.org.za)] which will be updated with extra web articles as an on-going project. There is a **DVD** available with software, colourful pdf's, PowerPoints, illustrations, e-Sword and downloaded Websites. You can list the resources you found for your assignment for each module.

## **Academic Planner**

Your Phasebook can now also be your **academic diary**. There are seven lines and you can **plan** or **record** your important module activities there.

## **Making progress** — Record your status!

Being in the Word, doing practical ministry, studying in a structured academic fashion, and absorbing God's principles on a daily basis — this will make **a lasting impact** on your life. Sometimes you may feel down as you suffer under a spiritual attack. Then you can come back to the notes of your previous victories in Christ and be uplifted by **His goodness of the past**.



CU **Registration** for each graduate<sup>+</sup> programme: R **950**

In S. Africa, fees are payable in SA Rand, converted according to a student agreement with the certification University. Calvary University is an e-learning University using advanced e-learning technology.

## Study Fees 2016

**Undergraduate:** Bible School classes (indicated suggested fees) e.g.:

- ① **Certificate:** R45 x 80 credits = R 3,600 for first phase
- ② **Diplomas:** R 3,600 + <sup>③</sup> R 3,600 (80 Credits each, Ph 2 & 3)

For the above, **Tuition Centres** may use the following directive:

We have no Higher Education programmes and issue no qualification certificates, but mentor students by following recognised short courses through personal contact to complete their chosen studies within a Christian context.

**Graduate:** (Lecturers of Tuition Centre, registered at CU)

(CLT attendance certificate for H.Dip.Shep)

- ④ **Higher Dip in Shepherding:** R49 x 80 credits = R **3,920**
- ⑤ **RPL B. of Ministry Phase 5:** R49 x 80 credits = R **3,920**  
The new self-study course: (mainly e-books & resources)
- ⑥ **RPL B.Min (Honours):** R52 x 80 credits = R **4,160**

**Post-Graduate:** (Registered at Calvary, our mentoring)

- ⑦ **Masters** Combined with Hons: R54 x 220 credits = R **11,880**  
(For candidates who have a lot of experience in the field but hold no Honours degr.)
- ⑦ **Masters:** R54 x 180 credits = R **9,720** (can do research)
- ⑧ **Doctoral:** R28 x 360 credits = R **10,080** (add value to field)
- ⑨ **Ph.D.:** (2nd D) R32 x 360 credits = R **11,520** (Develop a Theory)

We as Tutors have no Higher Education programmes and issue no qualification certificates, but guide students who have registered at Calvary. We do this through advanced e-learning technology and personal Tutor contact to complete their chosen studies **within a Christian context**.

As co-founder member and Dr. Paul Banting being member of the board of **AMTP**, we foresee and work towards a Vocational **SAQA**-accredited qualification, to be issued after the 2nd Phase



# Learning Providers

*Five organisations working together towards the worlds best ministry qualifications.*

## Calvary Life Tutors

Christian Life Training (CLT) is one of the most dynamic and rapidly growing educational institutions in South Africa. CLT was established in 1985 when training material was **prepared** and **published** for the church. A series of four short courses (about 60 credits each) were launched in 1990 to enable local churches country-wide to operate their own Bible Schools. We call them **Tuition Centres**. CLT is an organisational facilitator for **TC's**.

## Calvary Academics

The new material CLT uses is all branded under the name **Calvary Academics**. This includes the **Life Skills**, **Business Skills** and **IT Skills** modules as well as the Bible book reading material called **Mini Bible College**. To augment this material we have established a **DropBox** as well as a **DVD** or **UFD "stick"** for each **Phase** to deliver e-learning electronic media/docs to the student.

## The Tuition Centre

With regard to the training environment, the modern trend is moving away from a seminary facility towards **short course** training in the church. This allows for experiential learning of **Church-life** in a Bible School or **Tuition Centre** environment – through lecturers and personal tutors.

## Calvary University

*University Registration next page*

Calvary University, as a private institute of learning, has set a **new standard for higher education** by developing a preferred e-learning format, which combines technology, the latest textbooks, interactive Websites, and the local Tutor within a **Christian context**. This will enable Christian learners to equip/qualify themselves for a world that poses increasing demands on the skills and knowledge of its intellectual participants.

## Christian Quality Assurance

Christian Quality Assurance, has as its primary purpose the international accreditation of **Christian institutions** for higher education. It first of all strives to provide necessary information about accreditation to institutions who seek to improve their quality and level of accreditation. Through its evaluation activities, CQA also provides public assurance about the educational quality of many Christian colleges and Universities.

# Calvary University

## Student Registration

## Payment Record

Provided upon first registration:  
always refer to this number

CU student number:

--	--	--	--	--	--

CAP student number:

2	3	4	0	0	5
---	---	---	---	---	---

This is a record of **registration** and **payment** made into the following account:

### Calvary University 2

First National Bank

Acc. No.: 620 6016 7585

Br. Code: 25 10 37

I hereby indicate my decision that I wish to be registered as a student at **Calvary University**. I am familiar with the possibilities of studying in a specific direction with a **study group** as required by CU and am satisfied with these arrangements.

I realise that no study group, Centre or Higher Institution represents Calvary University. Assistance given is offered to me as a private individual.

(These names without a title will appear on the certificate)

Student full ID Names:

John Anthony

Are you French? (Surname, name on cert.) ☐

Student Surname:

Smith

Title: Mr

Identification No.:

5502145097085

(ID/Passport)

Postal Address:

River Street 56

Town & Country:

Welkom, South Africa

0345

Postal Code

My highest qualification is:

Diploma in Accounting

Programme registering for:

DSM4

Higher Diploma in Shepherding

Centre Name & Code:

Joy College

--	--	--

Tutor Name & Code:

Dr. Thomas Brown

--	--	--	--	--	--

Registration Fee Paid:

R 950.00 (fixed by agreement, includes **BM5** for **BMin**)

Student personal e-mail:

abcde @ gmail.com

Student Cell/Tel numbers :

( 035 ) 567 8901 0741 4567890

Completed by (Print name):

Signed:

S.I.G. Nature

Date

21-02-2008

# ***Your Response:***

***Act on your Enquiry!***

***Please fill in the forms to  
register to start on the  
first Study Module.***

***We would be happy to  
serve you on the phone.  
Please make a 5 minute  
phone call to a Centre for  
a few quick answers on  
your initial questions.***

***(number quoted separately)***

# Registration: Student Details

Student Number:

## Personal:

Are you also a Tutor?

Title: \_\_\_\_\_ Yes ☐

Initials: \_\_\_\_\_ Are you French? ☐

Preferred Name: \_\_\_\_\_

First Names: \_\_\_\_\_

Last Name: \_\_\_\_\_

ID No:

(Provide photocopy of ID for TC file)

Date of Birth:

Day Month Year

Photo: (Black & white or colour, normal 38x38mm)

Attach  
photo  
here  
please

This page must be on file at the responsible Tuition Centre. The TC admin will be responsible to update all marks.

This form must be on file as a student **document of proof** to maintain a complete learner **portfolio** and to regulate the supply of curriculum.

## Contact:

Work No: \_\_\_\_\_

Fax No: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Home No: \_\_\_\_\_

e-mail: \_\_\_\_\_

Completed this date:

Calv Univ. Student Number:

Date Reg. with CU:

Day/Mo/Yr

Provide above if you have a Calvary University student number.

## Address:

We will send post to this first address:

Postal address: \_\_\_\_\_

Country: \_\_\_\_\_

Physical address: \_\_\_\_\_

Tutor:

Who will act as your Tutor?

Name: \_\_\_\_\_

Your tutor must register on the same kind of form.

Highest previous qualification:

Transfer Credits

e.g. Matric or Diploma. State also place and date. Provide copy of diploma

Programme enrolling for:

Certi, Dip. etc. in ...

Prog: \_\_\_\_\_

Programme Code

Specialization: \_\_\_\_\_

(If any)

Subjects:

Graduate at: CLT ☐ CUniv ☐ Other ☐

1 .....

State course names, or description, or RPL (if any)

2 .....

3 .....

4 .....

5 .....

6 .....

7 .....

Praxis .....

Final Mark

Tuition Centre: \_\_\_\_\_ This area for student marks

## AGREEMENT

I understand and accept the conditions of training at Calvary University as set out in the **Student Agreement**. I will abide by these rules and regulations which safeguard the ideals of discipleship and the moral atmosphere.

I will be an example of **good Christian character and conduct** at all times and places while I am enrolled as a student.

I hereby **indemnify** my Tutor and Calvary from any claims of compensation (outside of undue fees paid) that may occur during my studies.

Signature: \_\_\_\_\_

# Student Agreement

A **student** or as he/she is also going to be referred to, **the learner**, enrolls with Calvary (CLT) and signs this agreement only after he/she is fully informed of all the rules and regulations as contained in the **Student Registration Guide** which is made available from the local Tuition Centre or by the student's **personal Tutor**. The learner is aware of the fact that all administrative matters have been delegated to one such local organisation such as a Tuition Centre or through a personal Tutor associated with a Tuition Centre. The learner is therefore fully informed of the rules and regulations with respect to the following matters:

- Entry level of each academic programme or course
- The nature, content, and requirements for each programme
- The admin fees set by the local Tuition Centre or personal Tutor
- The costs (student fees) of each of the modules of the programme
- The expected kind of behaviour and specific rules applying to the Tuition Centre (Bible School) where application is made
- The available facilities and conditions of access to them
- The nature of the **Outcomes Directed Learning** offered by Calvary

The Tuition Centre is a ministry of excellence which aims to establish Christian standards. As such we ask students to adhere to the same **standards of excellence**. The student therefore agrees to the following:

I understand the objectives of **Calvary Life Tutors** (CLT). I am prepared to engage in serious study and application of God's Word in my life. I understand the tuition requirements and the responsibility involved.

I have read the **Church Life Prospectus** and understand all the policies and rules therein. I make a commitment to abide by them. I will be an example of **good Christian character and conduct** at all times and places during the time that I am enrolled as a student. I understand that studying through CLT is a privilege and that the TC administration and CLT have the right to require withdrawal of a student at any time to safeguard the ideals of **discipleship** or the **moral atmosphere**. I hereby indemnify the Tuition Centre and CLT from any claims of compensation that may occur during my studies, outside of my study fees paid in advance. I understand that SAQA does not accredit short courses but that the law requires all organisations to acknowledge my earned credits.

I will allow my name and earned credits to be placed on a qualification generating **Data Base**. 

Applicant's Signature: \_\_\_\_\_ Name: \_\_\_\_\_  
(Please print clearly.)

Date of Application: 

--	--	--	--	--	--	--

 Tutor Name: \_\_\_\_\_

Applied at Tuition Centre: \_\_\_\_\_

Signature of Acceptance of Dean or Tutor: \_\_\_\_\_

# Calvary University

## Student Registration

## Payment Record

Provided upon first registration:  
always refer to this number

CU student number:


CAP student number:


This is a record of **registration** and **payment** made into the following account:

### Calvary University 2

First National Bank

Acc. No.: 620 6016 7585

Br. Code: 25 10 37

I hereby indicate my decision that I wish to be registered as a student at **Calvary University**. I am familiar with the possibilities of studying in a specific direction with a **study group** as required by CU and am satisfied with these arrangements.

I realise that no study group, Centre or Higher Institution represents Calvary University. Assistance given is offered to me as a private individual.

(These names without a title will appear on the certificate)

Student full ID Names: \_\_\_\_\_

Are you French? (Surname, name on cert.) ☐

Student Surname: \_\_\_\_\_

Title: \_\_\_\_\_

Identification No.: \_\_\_\_\_

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

(ID/Passport)

Postal Address: \_\_\_\_\_

Town & Country: \_\_\_\_\_

--	--	--	--	--	--

Postal Code

My highest qualification is: \_\_\_\_\_

Programme registering for: \_\_\_\_\_

D	S	M	4	
---	---	---	---	--

Higher Diploma in Shepherdin

Centre Name & Code: \_\_\_\_\_

--	--	--	--

Tutor Name & Code: \_\_\_\_\_

--	--	--	--	--	--

Registration Fee Paid: R 950.00 (fixed by agreement, includes **BM5** for **BMin**)

Student personal e-mail: \_\_\_\_\_ @ \_\_\_\_\_

Student Cell/Tel numbers : ( \_\_\_\_\_ ) \_\_\_\_\_

Completed by (Print name):

.....

Signed: .....

Date .....

**NB:** This is a payment record for a Calvary University programme. This document must be faxed to the CU fax no when payment is made.



# Mentor Registration Form

Mentor Number:

--	--	--	--	--	--

## PERSONAL DETAILS

Name: \_\_\_\_\_  
(Include Title)

Surname: \_\_\_\_\_

ID No: \_\_\_\_\_  
(Provide photocopy)

Date of Birth: 

--	--	--	--	--	--

Photo: (Black & white or colour, normal 38x38mm)



A copy of this page must be on file at the Bible School (Tuition Centre) with whom the Mentor is associated. It serves as the **document of registration**.

Training will allow the Mentor to continue facilitating at advanced levels.

## Contact & Address

Phone: \_\_\_\_\_

Cell: \_\_\_\_\_

Fax: \_\_\_\_\_

email: \_\_\_\_\_

Address: \_\_\_\_\_

Street/Box: \_\_\_\_\_

Town: \_\_\_\_\_

Code: \_\_\_\_\_ (or Country)

## BANK DETAILS

Account Holder: \_\_\_\_\_

\_\_\_\_\_

Bank: \_\_\_\_\_

Branch: \_\_\_\_\_ 

--	--	--	--	--	--

Account No: 

--	--	--	--	--	--	--	--	--	--

## EXPERIENCE

Highest academic qualification held:  
(for instance Dip.Min, B.Ed, or "over 40"):

\_\_\_\_\_ (Provide photocopy)

Where: \_\_\_\_\_

Year of qualification: \_\_\_\_\_

Are you doing further studies? \_\_\_\_\_

Are you also a Leader/Pastor? \_\_\_\_\_

Can/Do you counsel? \_\_\_\_\_

Are you willing to disciple? \_\_\_\_\_

Who can give you a character reference?

Name: \_\_\_\_\_

Phone/Cell: \_\_\_\_\_

With which Tr Centre are you associated?

\_\_\_\_\_ 

--	--	--

## AGREEMENT

I accept, as the condition of this agreement, to act on behalf of Calvary as a Mentor to students who are registered with us for completion of a Certificate or Diploma.

I will give personal guidance according to the **Calvary description of a Mentor** as I will **complete and submit reports**.

It is my responsibility to negotiate with the candidate(s) an agreed mentoring fee.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

TC Dean Signature: \_\_\_\_\_