

### Information on Occasional Studies

1. Occasional studies are meant for Christians who have an interest to study the Bible and theological courses to better serve the Lord Jesus Christ but do not want a formal qualification. Participants of occasional studies are not matriculated students of TTC.
2. Qualification: a baptised Christian (if not baptised, need to give good reasons); member of a local church, and a minimum qualification of a full A-level certificate (2 As and 2 AOs) or its equivalent.
3. Application to be an Occasional Student:
  - a. Fill out the Occasional Studies online form via TTC website:  
<https://www.ttc.edu.sg/english/study-at-ttc/occasional-studies/>
  - b. Please prepare the following items for upload before filling up the above form:
    - (i) A copy of your NRIC (front and back, JPG or PDF).
    - (ii) A copy of your baptism certificate (JPG or PDF) or letter from church pastor to certify that you are previously baptised (on church letterhead, PDF).
    - (iii) A copy of your 'A' level or equivalent or higher transcript AND certificate (JPG, PDF or OpenCerts format).
    - (iv) A letter of recommendation from a local church pastor (on church letterhead, PDF).

If the above is in order, the Registrar's Office will send you the course registration e-form link. If necessary, the Registrar's Office will arrange with you for the verification of baptism certificate, educational transcript, and certificate.
4. Information on Course Registration:
 

Courses are conducted once a week either in the morning (0830 -1120) or in the afternoon (1400 – 1650).

You may register the courses as "credit" or "audit".

If you are taking credit,

  - a. you need to fulfil the course requirements which will include writing research paper(s), and may also include examination(s).
  - b. you are required to take the 1-credit Theological Study and Ministry (TS&M) course at credit level concurrently with your other desired course(s). TS&M is designed to help you understand the nature of theological study, its relation to ministry, and learn how to write a research paper, otherwise, you can only register courses for "audit". Please note that TS&M is offered in the 1<sup>st</sup> semester only. If you are joining in the 2<sup>nd</sup> semester, you may take entry level course(s) as credit, but you will need to take TS&M in the next semester, in order to take other courses as credit. A "Satisfactory" grade is necessary for TS&M.

## 5. Period for Course Registration of courses:

For	Current Occasional Students	Previous/New students
Semester I Jul-mid-Nov	Last week of April	1 May – mid-Jun
Semester II Jan–mid-May	Last week of October	1 Nov – mid-Dec

**Complete and submit the course registration e-form, together with the payment (instructions in e-form), during the stipulated period above.**

Registration is subjected to class vacancy.

Occasional students do NOT have the add/drop option, and CANNOT change from audit to credit or vice-versa.

## 6. Fee Charges: Please refer to Fee Table on Page 3.

Mode of payment: Only cash, cheque or PayNow payment accepted. Cheque to be made to “**Trinity Theological College**” or by PayNow to UEN: T01CC1488C (please scan/screenshot payment made and keep as record). Fees paid are not refundable. **An additional S\$20 will be charged for every late registration.**

## 7. Credits earned under this scheme may be transferred (not automatic) to the diploma/degree programme up to a maximum of 15 + 1 credits. Course transfer is applicable only for grades C+ and above, and within 3 years.

## 8. However, validation tests may be required for credits earned beyond 3 years at the time of matriculation. A validation test fee of \$100 is charged for each course. Audit courses will not be transferable.

## 9. Use of library: you will need to apply to become a member of the TTC library at a fee in order to loan books. Please show your receipt or the “Course Registration List” email to apply for the library card.

## 10. You do not have the privilege of using College facilities such as the gymnasium, computer lab, etc. for which TTC students are charged for usage.

11. **Please ensure your name is in the Roll Call when you attend the class session. If your name is missing from the Roll Call, you must inform the Registrar’s Office for correction.**12. **Result Slips will be issued only to students taking courses for credits.** Students may collect their result slips on the third week of the following semester at the Reception/Admin Office.

## 13. Assignment papers are returned to the students at the beginning of each semester. Please come by to the Reception/Admin Office on the third week of the following semester.

14. **Record of Result: your result record(s) will be deleted if you do not continue consecutively for a period of 3 years (i.e. 6 semesters).**

15. Students taking credits will need to apply for Leave of Absence from Class if they are unable to attend class. Please email the Academic Dean at [academicdean@ttc.edu.sg](mailto:academicdean@ttc.edu.sg) and cc. the lecturer concerned to apply.
16. Please refer to the noticeboard (Level 2, outside TR9) for College calendar and Time table schedule; and the exam time table which will be posted near the end of semester.

### Appendix: Fee Table

#### Administrative and Tuition Fees for Occasional Studies (AS OF JUL 2024)

STUDENT Taking "CREDIT COURSES"				ADMIN FEES	SUB TOTAL	9% GST	TOTAL
	COURSE(S)	PER CREDIT	FEES (CREDIT)				
3-Credit Course	1	\$168.00 x 3	\$504.00	\$20.00	\$524.00	\$47.16	\$571.16
	2		\$1,008.00		\$1,008.00	\$90.72	\$1,098.72
	3		\$1,512.00		\$1,512.00	\$136.08	\$1,648.08
	4		\$2,016.00		\$2,016.00	\$181.44	\$2,197.44
2-Credit	1	\$168.00 x 2	\$336.00		\$336.00	\$30.24	\$366.24
1-Credit	1	\$168.00 x 1	\$168.00	\$168.00	\$15.12	\$183.12	

STUDENT Taking "AUDIT COURSES"				ADMIN FEES	SUB TOTAL	9% GST	TOTAL
	COURSE(S)	PER CREDIT	FEES (AUDIT)				
3-Credit Course	1	\$108.00 X 3	\$324.00	\$20.00	\$344.00	\$30.96	\$374.96
	2		\$648.00		\$648.00	\$58.32	\$706.32
	3		\$972.00		\$972.00	\$87.48	\$1,059.48
	4		\$1,296.00		\$1,296.00	\$116.64	\$1,412.64
2-Credit	1	\$108.00 X 2	\$216.00		\$216.00	\$19.44	\$235.44
1-Credit	1	\$108.00 X 1	\$108.00	\$108.00	\$9.72	\$117.72	

#### Administrative and Tuition Fees for (ALUMNI) Occasional Studies - (AS OF JUL 2024)

ALUMNI Students Taking "CREDIT"				LESS 20%	NETT FEES (CREDIT)	ADMIN FEES	SUB TOTAL	9% GST	TOTAL	PAYMENT BY CASH
	COURSE(S)	PER CREDIT	FEES (CREDIT)							
3-Credit Course	1	\$168.00 X 3	\$504.00	\$100.80	\$403.20	\$20.00	\$423.20	\$38.09	\$461.29	\$461.30
	2		\$1,008.00	\$201.60	\$806.40		\$806.40	\$72.58	\$878.98	\$900.80
2-Credit	1	\$168.00 X 2	\$336.00	\$67.20	\$268.80		\$268.80	\$24.19	\$292.99	\$314.80

ALUMNI Students Taking "AUDIT"				LESS 20%	NETT FEES (AUDIT)	ADMIN FEES	SUB TOTAL	9% GST	TOTAL	PAYMENT BY CASH
	COURSE(S)	PER CREDIT	FEES (AUDIT)							
3-Credit Course	1	\$108.00 X 3	\$324.00	\$64.80	\$259.20	\$20.00	\$279.20	\$25.13	\$304.33	\$304.40
	2		\$648.00	\$129.60	\$518.40		\$518.40	\$46.66	\$565.06	\$586.90
	3		\$972.00	\$194.40	\$777.60		\$777.60	\$69.98	\$847.58	\$869.40
2 credits	1	\$108.00 X 2	\$180.00	\$36.00	\$144.00		\$144.00	\$12.96	\$156.96	\$178.80