



SUNSHINE PRIVATE COLLEGE

Programme Fees Prospectus 2020

Approved 10 June 2019

Bachelor of Education: Primary School Honours
(Level 8)

Fees Prospectus 2020

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1. Purpose of the Prospectus

The purpose of this document is to provide information to prospective students who would like to be admitted for training as school teachers. Please note that the information contained in this booklet was correct at the time of publishing but may be changed without notice. This prospectus is valid for 2020 Academic Year as read with the Sunshine General Regulations and Fees Prospectus.

Although the information contained in this Prospectus has been compiled as accurately as possible, the Sunshine Management and Governing Board does not accept any responsibility for any errors and omissions, which may occur. Although every effort will be made for the module listed in any particular year to be available, it does not necessarily mean that such Module or field of study will be offered in 2020 or any consecutive year.

This Faculty Prospectus must be read in conjunction with the General Prospectus: Information, Regulations and Fees.

2. About Sunshine Private College

Sunshine Private College (SPC) Teacher Education Department (TED) hereafter referred to as SPC-TED is a Namibian Legal Entity which wish to be registered as an Higher Education Institution of choice in Namibia that will pride itself in the nurturing of leading global standard intellectuals who possess a distinct quality of knowledge, commitment and proficiency that empowers them to critically reflect, analyse, discuss and debate with a high degree of confidence while addressing major issues in their line of qualification.

3. Vision

We aim to prepare and empower our learners for a rapidly changing global world by equipping them with the requisite problem-solving skills and respect for core values of integrity, compassion, and ethics in order to build a strong and forward-thinking institution.

4. Mission

Sunshine Private College aspires to be a Higher Learning Institute of choice that prides itself in the nurturing of leading global standard intellectuals who possess a distinct quality of knowledge, commitment and proficiency that empowers them to critically reflect, analyse, discuss/debate and with a high degree of confidence, address major issues in their line of qualification.

5. Institutional Goal

To be the leading one stop College in Namibia which prepares diverse learners and students using scientifically proven methods and technology for sustainable development.

6. Teacher Education Department Goals

- ✓ To offer an effective and quality teacher education which meet the needs of Namibia and beyond.
- ✓ Develop an active, adaptive and professional teacher who is able to balance classroom activities and research.
- ✓ Produce a teacher who is both scientifically and technologically empowered for socio-economic transformation.

7. 2020 Admission Applications

Prospective Students are invited to express interest and apply free of charge for the Sunshine Private College (SPC) Teacher Education Department (TED)'s Bachelor of Education: Primary School Honours Degree commencing in January 2020.

8. Application Period

Sunshine Private College has two admissions in a year in January and in August each year. Applications are being invited for the following intakes.

8.1 January 2020 Admissions

The Application Period is open from the 1st of July 2020 to 30 August 2020 for both current Grade 12 Learners and Mature Entry Candidates for the January 2020 Academic Year first Intake.

8.2 August 2020 Admissions

The Application Period for the second intake for August 2020 intake is open from the 1st of April 2020 to 30th of June 2020 for both current Grade 12 Learners and Mature Entry Candidates for the January 2020 Academic Year first Intake.

8.3 Full time, Part time and Distance Students

Sunshine Private College accepts full time students and part time students who attend classes in Windhoek and participating satellite campuses. Distance Studies is offered mainly for International Students.

9. Programmes

No	Programme	Level	Duration	Mode
1	Bachelor of Education: Primary School Honours	8	4 Years	FT/PT/DS

Key* FT- Full Time, PT- Part Time, DS Distance Studies.

10. Student Fees: Payments

Payments may be made by either Direct Bank Deposit or Electronic Transfers

SPC STUDENT DEPOSIT ACCOUNT

Bank	
Account Number	
Branch	
Swift Code	
Address	
Reference	
Proof of Payment	

11. Requirements:

- ✓ No cash payments should be made to any member of staff, (only bank transactions will be accepted).
- ✓ Students must present their student cards to avoid incorrect student numbers when they present their proof of payment at the Finance office.
- ✓ The Institution and its staff cannot be held responsible for any losses if the above payment-requirements are not adhered to.

12. Office Hours:

Mondays to Fridays

08H00 – 13H00

14H00 – 16H00

13. Registration

Upon registration, students are required to pay as follows:

Registration Fees & Deposit			
	Namibian Students	SADC	Outside SADC
Registration Fees	N\$2,500.00	N\$2,500.00	N\$3,500.00
General Levy	N\$1,000.00	N\$1,000.00	N\$2,000.00
Caution fee	N\$1,000.00	N\$1,000.00	N\$2,000.00
International Levy	00.00	N\$1,000.00	N\$2,500.00
Tuition Fees	25%	50%	60%

14. Tuition Fees

- 14.1 Namibian Students are required to pay 25% deposit of the total annual tuition upon registration.
- 14.2 All foreign students shall pay a 50% deposit for SADC Students and 60% for Non SAD Members of the total annual tuition fees upon registration
- 14.3 Each student is required to pay an instalment of 10% of the remaining balance after 25% deposit (Namibian Students).
- 14.4 Each student is required to pay an instalment of 10% of the remaining balance after 50% deposit (SADC and Non-SADC Students).
- 14.5 Students also have an option of full payment (year) on tuition at registration or semester payment (twice a year).
- 14.6 Tuition fees paid by instalment shall be paid on or before the 7th of each month irrespective of the date of enrolment/commencement of classes.
- 14.7 Students in arrears of up to two (2) months instalment will be suspended from classes until such fees owed have been paid in full.
- 14.8 Tuition fees shall be paid fully per course and not per duration of the course irrespective of the date of the start of classes.
- 14.9 A penalty of 9.7% will be charged on late payments.
- 14.10 No transcripts/examination results shall be released to any student before clearing all outstanding fees.

15. Bursary Students

- 15.1 No confirmation letters by Sponsors during the examination period will be accepted for examination admission;
- 15.2 Written proof of bursaries awarded must be provided by sponsored students at registration;
- 15.3 NSFAP students to pay full registration fees and deposits upon registration and required to continue with payments until such a time the student receives a final award letter

16. Graduation Fees

- 16.1 Graduation fees shall be decided yearly.
- 16.2 The graduation fee will include the graduation set (gown, tussle, hat, hood, certificate, transcript, invitations for graduate and two guests etc.)

17. Other Fees Payable (Refer to table below)

Other Fees Payable		
	DESCRIPTION	AMOUNT (N\$)
1	Registration Fees	2,500.00
2	General Levy (50% payment in addition to registration fees)	500.00
3	Late registration fee (Payment in addition to registration fee)	1,000.00
4	Exemption fee per module	500.00
5	Promotional Examination Fees	1,000.00
6	Application fees	200.00
7	Late Application fees	400.00
8	Certificate Replacement (Duplicate)	500.00
9	Transcript of Academic Record	100.00
10	Remarking of Examination Paper	400.00
11	Proof of Registration	100.00
12	Reprint of Examination Results	80.00
13	Reprint of Examination Time table	20.00
14	Replacement of Student Card	100.00
15	Transaction and service fees	250.0

- 17.1 No payments should be made without obtaining an official receipt from Finance.
- 17.2 Students who make payments at Finance should verify their **receipts and change**, before leaving the office. The institution will not be responsible for any mistakes on receipts and or wrong change that may be claimed afterwards.
- 17.3 Only official original receipts will serve as proof that payments have been made to SPC.
- 17.4 The Institution and its staff cannot be held responsible for any losses if the above payment-requirements are not adhered to.

18. Refund Policy

- 18.1 The application fee is not refundable.
- 18.2 Registration fee is not refundable
- 18.3 Cancellation of course within the first two weeks after registration – 100% of tuition fees
- 18.4 Cancellation of course within the first three weeks after registration – 50% of tuition fees
- 18.5 Cancellation of course within the four three weeks after registration – 25% of tuition fees
- 18.6 Cancellation of course four weeks (or more) after registration – no refund
- 18.7 Application for refund is done through the finance office and the date of the e-mail or stamped date on receipt by the Finance office will determine the effective date of cancellation
- 18.8 all refunds will attract a N\$250 Transaction and admin fee)

19. Fees per Modules Offered by Year and Semester

The Following Modules will be offered according to the level, year and semester.

No	Course Code	Name	Fees
1	ARWS011	Academic Reading and Writing Skills	N\$2,000.00
2	ITED111	Information Technology in Education	N\$2,000.00
3	PPED111	Philosophy and Psychology of Education	N\$2,000.00
4	GMPT111	General Methods and Principles of Teaching	N\$2,000.00
5	HSED111	History and Sociology of Education	N\$2,000.00
6	LSED111	Life Skills Education	N\$2,000.00
7	DTED111	Design and Technology Education, I	N\$2,000.00
8	EAED111	Elementary Agriculture Education I	N\$2,000.00
9	HEED111	Home Ecology Education I	N\$2,000.00
10	CDDV112	Child Development	N\$2,000.00
11	ISED112	Inclusive and Special Education	N\$2,000.00
12	MCOS112	Microteaching and class observation (simulation)	N\$4,000.00
13	CAED112	Creative Arts Education	N\$2,000.00
14	ELED112	English Language Education I	N\$2,000.00
15	NLED112	Namibian Language Education I	N\$2,000.00
16	FLED112	Foreign Language Education I	N\$2,000.00
17	MEDU112	Mathematics Education I	N\$2,000.00
18	NSHE112	Natural Science and Health Education I	N\$2,000.00
19	SSED112	Social Studies Education I	N\$2,000.00
20	AEDU112	Arts Education I	N\$2,000.00
21	PEDU112	Physical Education I	N\$2,000.00
22	RMED112	Religious and Moral Education I	N\$2,000.00
23	PAED113	Practical Arts Education	N\$2,200.00
24	MUSI113	Music I	N\$2,200.00
25	PYTL113	Psychology of Teaching and Learning	N\$2,200.00
26	TLEP113	Teaching and Learning in the early childhood and primary school	N\$2,200.00
27	MCOB113	Microteaching and class observation (School Visit – 2 weeks # 1st 2weeks of school term 2)	N\$4,200.00
28	ELED113	English Language Education II	N\$2,200.00
29	NLED113	Namibian Language Education II	N\$2,200.00
30	FLED113	Foreign Language Education II	N\$2,200.00
31	MEDU113	Mathematics Education II	N\$2,200.00
32	NSHE113	Natural Science and Health Education II	N\$2,200.00
33	SSED113	Social Studies Education II	N\$2,200.00
34	ECCD224	Early Childhood Curriculum Development	N\$2,200.00
35	LDED224	Language Development Education I	N\$2,200.00
36	MECE224	Mathematics for early childhood education I	N\$2,200.00
37	SECE224	Science for early childhood education I	N\$2,200.00
38	HPED224	Health & Physical Education I	N\$2,200.00

39	AEDU224	Arts Education II	N\$2,200.00
40	PEDU224	Physical Education II	N\$2,200.00
41	RMED224	Religious and Moral Education II	N\$2,200.00
42	DTED224	Design and Technology Education II	N\$2,200.00
43	EAED224	Elementary Agriculture Education II	N\$2,200.00
44	HEDU224	Home Ecology Education II	N\$2,200.00
45	HPED235	Health & Physical Education II	N\$2,500.00
46	SECE235	Science for Early Childhood Education II	N\$2,500.00
47	MECE235	Mathematics for early childhood education II	N\$2,500.00
48	LDED235	Language Development Education II	N\$2,500.00
49	IOPA235	Indoor and outdoor play activities	N\$2,500.00
50	SPEX235	Supervised Professional Experience I (Teaching Practicum – 1 full school term # 2nd school term)	N\$4,500.00
51	HSSE336	Humanities and Social Sciences Education	N\$2,500.00
52	MMCT336	Multi-Grade and Multi-Age Classroom Teaching	N\$2,500.00
53	MATL336	Measurement and Assessment in Teaching & Learning	N\$2,500.00
54	GUCO336	Guidance and Counselling	N\$2,500.00
55	MUSI336	Music II	N\$2,500.00
56	RMPE336	Research Methods & Procedures in Education (+ Research proposal)	N\$2,500.00
57	ELED336	English Language Education III	N\$2,500.00
58	NLED336	Namibian Language Education III	N\$2,500.00
59	FLED336	Foreign Language Education III	N\$2,500.00
60	MEDU336	Mathematics Education III	N\$2,500.00
61	NSHE336	Natural Science and Health Education III	N\$2,500.00
62	SSED336	Social Studies Education III	N\$2,500.00
63	LEDU447	Law and Ethics in Education	N\$2,800.00
64	EDDE447	Education and Development	N\$2,800.00
65	TTPR447	Translation Theory and Practice	N\$2,800.00
66	SPEX447	Supervised Professional Experience II (School visit – 1 full term # 2nd school term)	N\$5,600.00
67	ELED447	English Language Education IV	N\$2,800.00
68	NLED447	Namibian Language Education IV	N\$2,800.00
69	FLED447	Foreign Language Education IV	N\$2,800.00
70	MEDU447	Mathematics Education IV	N\$2,800.00
71	NSHE447	Natural Science and Health Education IV	N\$2,800.00
72	SSED447	Social Studies Education IV	N\$2,800.00
73	SMLP448	School Management and Leadership	N\$2,800.00
74	HSNY448	Health, Safety & Nutrition for the Young Child	N\$2,800.00
75	RSED448	Research Project in Education	N\$8,400.00

20. Tuition Fees Annual Breakdown

The following fees exclude registration Fees which are not part of the tuition fees:

Academic year	Intake	Fees
2020 First Semester	1	
2020 Second Semester	2	

21. Due Date Finance Cancellations

14 February 2020	Semester 1 Modules 100% credit
21 February 2020	Semester 1 Modules with 50% credit
28 February 2020	Semester 1 Modules with 25% credit
24 July 2020	Semester 2 Modules with 100% credit
31 July 2020	Semester 2 with 50% credit
7 August 2020	Semester 2 with 25% credit
24 July 2020	Year Modules with 100% credit
31 July 2020	Year Modules with 50% credit
7 August 2020	Year Modules with 25% credit

22. Contact Details

All Candidates are invited to use any of the following application procedures:

- ✓ Collect Application form at Sunshine Private College-Teacher Education Department Offices at Erf 10 Brandenburg Street, Eros, Windhoek, Namibia.
- ✓ Request Application form by post at Sunshine Private College, P.O Box 40529, Windhoek, Namibia
- ✓ Telephone the Office at (+264) 061402442 and or email admissions@sunshineprivatecollege.com
- ✓ Or Contact the Admissions Officer during office hours.
- ✓ Or Complete an application form online at www.sunshineprivatecollege.com