



Student Handbook
学生手册

2018 - 2020

COLLEGE ADMINISTRATION

Telephone: 6 841 1770

- President : Rev Dr Casey Ng
- Academic Dean : Bro David Lim Han Hui
academicdean@acts.edu.sg | ext 207
- Dean of Students : Sis Khor Siew Khim
deanofstudent@acts.edu.sg | ext 205
- Administration Manager : Sis Cheng Huey Li
adminmanager@acts.edu.sg | ext 201
- Registrar : Sis Angela Loh
registrar@acts.edu.sg | ext 202
- Library Assistants : Sis Joan Ho & Sis Rosemary Chen
library_assistant@acts.edu.sg | ext 210

TABLE OF CONTENTS

1. Welcome Message	1
2. Introduction	2
Our History	
Our Approach	
Our Governance	
Our Accreditation	
Our Beliefs	
Our Operating Hours	
3. Academic Life	6
General Academic Expectations	
Matriculation	
Module Enrolment	
Other Academic Matters	
4. Community Life	11
College Activities & Events	
Student Ministries	
Guidelines on Conduct	
Guidance & Discipline	
Student Life Committee	
5. Financial Information	16
6. Miscellaneous Information	18
Appendix A (Bible-reading Calendar)	19
Appendix B (Student Life Committee)	20
Appendix C (Checklist for Graduation)	22

WELCOME MESSAGE

Welcome to the ACTS learning community! We are looking forward to a great time of learning together.

We believe that studying at ACTS should not just be an academic pursuit within the four walls of a classroom. We want you to step out of the classroom and engage with the world. We teach with the vision that our learners will be empowered to apply what they have learned to communities beyond the ACTS learning community. Such critical integration of the Word with the struggles of the world, with reflection, will further shape your understanding of God's heart for the world, making your time in ACTS to be a more meaningful learning experience.

May the Lord grant you a fruitful learning time in engaging the world. Amen.



Rev Dr Casey Ng
President | ACTS College

INTRODUCTION

WHO WE ARE

We are a global learning community that seeks to empower leaders to succeed. We provide the learning experiences to encourage students to grow spiritually as they think theologically and engage with the world wherever they are called. We are committed to providing students with academic excellence and spiritual renewal through the following below:

1. Life-changing orientation

We challenge students to continually deepen their relationship with Christ and with one another. Learning at ACTS is more than just attending some modules and completing assignments. Our primary focus is to learn to grow in Jesus so that we can share our rich experiences of God with others in the world.

Our prayer is that students will have a learning encounter with God in their lessons and with their learning community in every conversation: whether in class, along the corridor or during coffee-breaks; and ultimately, find greater significance in everything they do.

2. Connected learning

We challenge students to learn actively through collaboration or connection. Living in a connected world, we cannot afford to live and work like lone rangers as before. Our education is not merely transferring information. We emphasise on assisting students to succeed as a group in developing critical thinking, solving problems, negotiating conflicts, and so on. So coming to classes is more than just memorising to get “A’s”, it includes proactively learning to make friends, building a network of relationship, and learning to engage with the world.

3. Globally-recognised education

We offer students a quality education that is globally recognised. Our accreditation by the evangelical Asia Theological Association (ATA) ensures that our College is at par with globally acceptable standards of theological education. And our accreditation by the pentecostal-charismatic Asia Pacific Theological Association (APTA) further assures that our theological pursuits are in-step with the global movement of the Holy Spirit.

OUR HISTORY

ACTS College (ACTS) was first established in 1977 by the Assemblies of God of Singapore as the Bible Institute of Singapore (BIS) to train leaders for ministry. As BIS grew, it was approved by the Ministry of Education, Republic of Singapore as a religious institution and renamed as the Assemblies of God Bible College (AGBC) in 1998. Eventually, AGBC was incorporated as a limited company in 2014 as ACTS College. ACTS has graduated over 400 students and about three quarters of the graduates are actively involved in ministry in one form or another.



Bible Institute of Singapore
1977-1997



Assemblies of God Bible College
1998-2014



ACTS College
2015-present

OUR APPROACH

We encourage collaborative learning so that our students learn to work together as one body of Christ. We train students to sharpen their critical thinking skills. We equip them to engage the world wherever they are.

ACTS offers advanced ministry training and leadership research through:

- On-campus classes conducted by dedicated and experienced lecturers
- Special corporate training at extended ministry centres
- A growing library of resources currently consisting of 15,000 English titles and 6,000 Chinese titles

OUR GOVERNANCE

ACTS College is governed by the Board of Directors, which is made up of representatives from the Assemblies of God of Singapore, pastors and laity. The Leadership Committee oversees the day-to-day operations.

OUR ACCREDITATION

ACTS College is accredited by the Asia Theological Association (ATA)—the recognised accrediting association of evangelical theological institutions in Asia and a member of the global community, International Council for Evangelical Theological Education (ICETE).

The following programmes are validated and approved:

- Diploma of Theology (English and Chinese)
- Bachelor of Theology (English and Chinese)
- Graduate Diploma of Theology (English and Chinese)
- Master of Theological Studies (English and Chinese)
- Master of Divinity (English)

ACTS College is also accredited by the Asia Pacific Theological Association (APTA)—the regional accrediting association for promoting pentecostal-charismatic theological education in Asia-Pacific and is a member of The World Alliance for Pentecostal Theological Education (WAPTE).

In addition, ACTS College is fully endorsed by The Assemblies of God of Singapore for training Spirit-filled ministers and leaders.

OUR BELIEFS

ACTS College subscribes to the statement of fundamental truths of the Assemblies of God of Singapore. We believe in the...

1. Divine inspiration of the Scriptures and its final authority for faith and conduct.
2. One True God and the unity of the One Being of Father, Son and Holy Spirit (Trinity).
3. Deity and atoning work of Christ for human sin.
4. Redemptive work of Christ which provides healing in answer to believing prayer.
5. Necessity of regeneration by the Holy Spirit for personal salvation.
6. Bodily return of Christ which is the blessed hope of the Church.
7. Resurrection of believers and unbelievers to eternal life and eternal death respectively.
8. Baptism in the Holy Spirit according to Acts 2:4 for effective life and service.
9. Necessity of sanctification by the Holy Spirit for separation from evil and dedication to God.
10. Church and its mission to fulfill the Great Commission.

OUR OPERATING HOURS

	Admin Office	Faculty Office	Library
<i>Semester Time</i>	Mon – Thu: 8:30 am – 7:30 pm Fri: 8:30 am – 5:30 pm	Mon – Fri: 10:00 am – 5:00 pm or 1:00 pm – 10:00 pm* *For faculty teaching evening classes	Mon – Thu: 8:30 am – 9:00 pm Fri: 8:30 am – 5:30 pm
<i>Semester Breaks / Vacation Time</i>	Mon – Fri: 9:00 am – 4:00 pm	Mon – Fri: 10:00 am – 4:00 pm	Mon – Fri: 9:00 am – 4:00 pm

Notes:

1. ACTS College’s office will be closed on Saturdays, Sundays, public holidays, and any day indicated in the College Academic Calendar.
2. Students who wish to meet with any of the administrative staff and faculty are encouraged to make prior appointment with them.

ACADEMIC LIFE

This section highlights some information contained in ACTS College prospectus. You may refer to the prospectus for further details on the academic requirements.

General Academic Expectations

As an accredited college with the Asia Theological Association and the Asia-Pacific Theological Association, ACTS College strongly encourages all students to be intellectually curious, think creatively, achieve mastery of essential facts, and use these facts to reach logical conclusions and make choices that are compatible with the Christian worldview.

Basic Study Habits

Generally speaking, students are expected to spend about *THREE HOURS* in self-study and research for every hour of study in the class. They are strongly encouraged to set up a study schedule at the beginning of each semester and stick to it as closely as possible to ensure that enough time is given for their study.

Academic Integrity

ACTS College encourages Christian scholarship. Plagiarism is strictly forbidden. Students are strongly encouraged to familiarize themselves with the current research writing format of Kate Turabian, *A Manual for Writers* (8th edition). A subsequent or concurrent re-submission of the same project to another lecture/module is also NOT acceptable for the following reasons:

- Each project has been structured as part of a module learning experience. A re-submission will short-change both the learning experience and the expected hours of self-study per module.
- Each project is intended to receive credits only once to fulfill the module requirement. A second claim for credit is ethically unacceptable.

Library

ACTS College has a growing library to meet the research needs of the students, and the librarians are eager to help you make the best use of the materials in the library. A library orientation is conducted by College Librarian(s) for all new students at the beginning of each academic year.

Relationship with Instructors

In addition, students are expected to relate to ACTS College standards and individual instructor's classroom regulations in a positive way. They must be courteous towards their instructors and refrain from conduct that disrupts the learning process. If they have a grievance against an instructor, they should speak privately and respectfully to the instructor about it (Matt 18:15). If they find the instructor unapproachable, they should speak to the Academic Dean. They should not voice criticism of the instructor or ACTS College publicly. Please refer to **page 15** for some guidelines on how to handle grievances.

Class Attendance and Punctuality

ACTS College wants to help students cultivate discipline in their time management and positive learning attitudes. Hence, regular attendance and punctuality are expected. These are also essential for getting the maximum benefit from a module. Students will be expected to be punctual for all class sessions. Attendance will be taken at the beginning of each lesson. Tardiness may result in a reduction of the student's final grade for the module taken.

Excused Leave of Absence from Class

Students can be absent from class for a maximum of 6 hours per module. (Note: This rule is not applicable to international students) This provision is made available for absence due to unexpected circumstances, medical or sick leave and excused leave granted by the lecturer. Students are required to inform the lecturer of their absence before a class or submit a medical certificate (MC) if he or she is sick.

However, if students plan to be absent from class **beyond 6 hours** for certain reasons, they are required to obtain the *"ABSENCE FROM CLASS"* form from the Registrar's office. It must be submitted to the instructor before class for approval. Permission to be absent is not automatic and will be subjected to validity of reason(s). Additional assignments may be given to make-up for the loss of instructional hours in the class, if approval is granted. If students fail to comply with the above regulations, they will be penalized for unexcused leave and may receive a **"Failure" grade or reduction in grade** for the module taken.

Matriculation

Matriculation is the formal process of applying to be accepted into an academic programme (e.g. Certificate, Diploma, Bachelor, Graduate Diploma or Masters programme) at ACTS College. There are generally three categories of students in the College: non-matriculated students, matriculated students and matriculated (full-load) students.

- **Non-Matriculated students** may take up to a **maximum of 5 modules for credits**. But they will pay a higher module fee compared to the matriculated students. As the matriculation process (see below) takes three to six months, students intending to apply for matriculation are advised to apply early, that is, not later than their 4th module. Thereafter, non-matriculated students can only register for their 6th and subsequent modules as **audit** students.
- **Matriculated students** will receive academic counselling from the Academic Dean and/or Registrar to help them choose modules and plan for their studies. This will ensure that their educational and ministerial training goals are achieved within a specific time period.
- **Matriculated (Full-Load) students** are solely made up of matriculated students who are:
 - International students on Student Visa
 - Church-sponsored students who are not working and are seeking to complete one academic level each year
 - Scholarship recipients, who are not working and are seeking to complete one academic level each year

Matriculation Procedures

Students applying for matriculation should obtain the “Application for Matriculation Form” from the Admin Office or download it from the College website.

Local students who want to apply for matriculation (and enjoy its privileges immediately) must submit their application form by the following dates:

- 1st September (for 1st semester enrolment of the next academic year)
- 1st March (for 2nd semester enrolment)

For international applicants who want to begin their studies in the next academic year starting in January, they must submit their application form by:

- 1st July (for 1st semester enrolment of the next academic year)
- 2nd January (for 2nd semester enrolment)

Module Enrolment

Academic Counselling

A four-day academic counselling period is scheduled twice a year, often in March-April and September-October. During this period, all matriculated students and graduating students will make appointments to see the Academic Dean or Registrar on a one-to-one basis for academic counselling. Students are strongly encouraged to register during this 4-day period so that they will enjoy a \$10 rebate for every module registered. No rebate will be given for registration after this Academic Counselling period.

Registration for Modules

Official registration takes place at the Registrar’s office. Students are required to complete the “*Module Enrolment Form*” and submit it to the Registrar’s office, together with the module fee. Enrolment will be considered official only when a student pays in full, or works out a payment plan with the Admin office with a deposit of at least \$100.

- **Right of Rejection** – The College retains the right to accept or reject registration, especially for late registration and last-minute “walk-in.” Under certain circumstances (e.g. limited classroom capacity or unacceptable lecturer-student ratio for maximum learning), priority will be given on a “first-come first-serve” basis.
- **Late Registration** – Existing students who register for a module less than 7 days before the commencement of the module will be required to pay a \$50 late fee. This late fee is, however, not applicable for students who are adding modules at a later period to their first registration within a semester. This late fee is also waived for new students who have never taken any modules with the College.

Changing of Modules

A student may request for a change of module by submitting a “*Module Change Form*” to the Registrar’s Office. This must be done within 6 hours of classroom instruction (for intensive modules) OR by the second lesson (for regular modules). An administrative fee of \$30 will be charged if the change is initiated by the student.

Changing of Audit/Credit Status

A student may request for a change from “AUDIT” to “CREDIT” status (or vice-versa) by submitting a “*Audit/Credit Change Form*” to the Registrar’s office. Approval must, however, be obtained from the Academic Dean or Registrar.

- **Audit to Credit** – The change must be done within 6 hours of classroom instruction (for intensive modules) OR by the second lesson (for regular modules). An administrative fee of \$30 will be charged if the change is initiated by a student.
- **Credit to Audit** – The change must be done BEFORE the mid-semester exam or WITHIN the first six weeks of class, whichever is appropriate. For intensive modules, the deadline for change is WITHIN the first week. Approval must, however, be obtained from the Academic Dean or Registrar. No refund will be given, and an administrative fee of \$30 will be charged if the change is initiated by a student.

Beyond the deadline, a student is encouraged to continue with the “credit” module, or withdraw completely from the class.

Withdrawal

A student may withdraw from the module by submitting a “*WITHDRAWAL FORM*” to the Registrar’s Office. Withdrawal is official only when the form (or an email) is received from the student, which will be kept in the student’s personal file. Failure to withdraw officially will result in a “Failing” grade for the module registered, and re-entry in the future may be denied.

- **Before the First Class** – A student can only apply for 100% refund of the tuition fee if he or she has already paid in full. A withdrawal fee of \$30 will be charged if the withdrawal is initiated by the student.
- **After Class Started** – If withdrawal is officially done WITHIN the first 6 hours of classroom instruction (for intensive modules) or BY the second lesson (for regular modules), the student can apply for 80% refund of the tuition fee. A withdrawal fee of \$30 will be charged if the withdrawal is initiated by the student.

If the withdrawal is accepted, there will be no marking on his or her transcript.

If a student withdraws from the module AFTER the above deadlines, he or she will either receive a grade "WP" (withdrawal with a passing grade) or "WF" (withdrawal with a failing grade), depending on the work already done in the module. There will be no refund of fees.

Note: *No withdrawal is allowed once the module enters the last 6 hours (for intensive module) or the last 2 weeks (for regular module), unless permission is granted by the Academic Dean for a valid reason.*

Other Academic Matters

Academic Probation

All students are on probation for *ONE SEMESTER* immediately after matriculation. If any student does not attain the minimum GPA requirement required for his/her programme in that semester, the probation may be extended for another semester. But this student **will not be allowed** to carry the normal academic load, unless special permission is given by the Academic Dean.

Grade Report

All students will receive a copy of their semestral grade report from the Registrar. It is their responsibility to keep all their grade reports. For students who are sponsored by their churches or other parties, a duplicate copy of the semestral grade report will be sent to their Senior Pastor or sponsor as a form of accountability. For students who are self-financing, a copy of the grade report will also be kept in their personal file, which can be made available if a request is made by their pastors and/or future employers.

Request of Transcript

All students, upon graduation, will receive their transcript, bearing all their grades, the College seal, the Registrar's signature and a "Issued to Student" stamp. In the event if they need a duplicate copy, it can be requested at a fee of \$30. Non-graduating students **will not receive** their transcript. However, a request for an unofficial transcript can be made at a fee of \$30.

For those who intend to submit their transcript to another academic institution, they will need to request for an official transcript that **does not** carry the "Issued to Student" stamp. The fee required is \$30. It will be sent by ACTS College directly to the concerned institution. For overseas address, students are required to supply a self-addressed envelope with the correct amount of postage.

For those who need a transcript to apply for credential with the Assemblies of God of Singapore, they will need to give **5 working days' notice** to the Registrar, who will fax the copy to the Council office. The transcript will only bear the Registrar's signature, without ACTS College seal. No fee is required.

Request for Official Documents

Students, who need official letters from the College, must submit their request to the office in advance, **at least 5 working days**. Immediate request will not be acceded, unless it is due to unforeseen circumstances.

COMMUNITY LIFE

COLLEGE ACTIVITIES & EVENTS

Personal Devotion and Prayer

ACTS College strongly believes that spiritual revival begins with the individual's hunger for God. Therefore, all students are expected to read the Bible and pray daily.

Chapel, Small Group and Mission Ignite Sessions

Chapel, Small Group, and Mission Ignite (MI) sessions are planned as an integral and unique part of students' total education for the purpose of their spiritual enrichment and growth. They also provide opportunities for the "body of Christ" to express their worship and service to God as well as to develop learners' spiritual gifts so that ACTS College learning community can be edified.

- **Small Group Sessions** – These are usually led by a faculty member, aims to build interpersonal relationship and enhance the College's mentoring system through prayer and discussion of issues pertaining to the life and ministry of a minister. It may be held during the day and/or night time.
- **Mission Ignite (MI) Services** – These are planned by the Student Life Committee Member in charge of missions awareness together with the faculty-advisor, with the purpose of challenging students towards greater involvement in the mission fields. It may be held during the day and/or the night.

Students attending classes on those days are required to participate in all the scheduled services and small group sessions as part of the development of their spiritual and student life. Students may be scheduled to serve as worship service coordinator, interpreter, worship leader, support singers, musicians, projectionists, and/or any role assigned by ACTS College as part of ministerial development.

College Events

College events listed in the college's academic calendar are organized to develop students' spiritual and student life. All students are thus strongly encouraged to participate in as many such events as possible.

- **Orientation** – One of the primary aims of the Orientation at the beginning of each year is to help new students become acquainted with ACTS College. Existing students are encouraged to attend as well, as new and existing policies will also be made known.
- **Spiritual Emphasis Week** – It is held at the beginning of the second semester to help students to seek God and renew themselves spiritually.
- **ACTS College Family Day and Community Meals** – These events are often organized to promote bonding within the ACTS College community. They are attended by the faculty, staff, friends of ACTS College, as well as students and their families.

- **Assemblies of God's Business and General Council Meeting** – As an academic institution affiliated to the Assemblies of God (A/G) of Singapore, ACTS College students are expected to participate and assist in A/G meetings or conferences (such as the Annual General Meeting, leadership conferences and prayer and evangelistic meetings etc.), whenever the need arises. Classes may not be scheduled when these events are held so that students can attend and serve in these events.
- **College Retreat** – The College Retreat is usually held in July. The ACTS College community usually spends a few days together, either in or outside Singapore for a time of bonding, spiritual input, worship, prayer, recreation and relaxation.
- **College Photo-Taking Day** – This event may be held during the second semester. Photographs of staff, faculty, the Student Life committee etc., and the graduating class will be taken. These photographs are the property of ACTS College and are used for the college's publications and publicity. All students are most welcome to attend. The ACTS College family photograph will be taken at the retreat.
- **Annual Thanksgiving cum Appreciation Service** – The Annual Thanksgiving cum Appreciation Service is usually organized at the end of October/beginning of November. Staff, faculty, students and their families, pastors, as well as friends and Board of Directors of ACTS College are invited to this time of fellowship, celebration, thanksgiving and appreciation. Most importantly, it is a significant moment for ACTS College and everyone to thank God for His faithfulness and goodness in the past year.
- **Graduation Exercises** – The Graduation Exercises is held each year in the month of November. Students are strongly encouraged to support the College and the graduating students, and serve at this event.

As part of the graduation requirements (please refer to Appendix C),

1. **Matriculated (Full-Load) students** are expected to participate in all college events as part of their spiritual formation.
2. **Matriculated students** are expected to participate at least once per level in each category of college events. In addition, matriculated students are expected to participate in the Assemblies of God's AGM at least once prior to their first graduation.
3. **Graduating students** are expected to attend Photo-Taking Day and Graduation Exercises.

STUDENTS' MINISTRIES

Practicum

ACTS College greatly emphasizes our students' practical ministry as an integral part of the ministerial training. The practicum was thus designed to provide opportunities for students to gain practical experience in various aspects of ministry and to apply their training to their ministries. It is intended to help students to discover their spiritual gifts and talents, and develop a humble attitude and spiritual sensitivity.

Each practicum includes the following three components: (1) a ministry project, (2) mentoring sessions and (3) preaching/teaching experience(s).

- **Basic Requirements** – Each student needs to fulfill a minimum of **39 hours** of active ministry involvement that is supervised by his/her mentor, as part of the ministry project. The student is also expected to meet his/her mentor/supervisor for **at least 4 sessions** to discuss topics relevant to his/her call to ministry. In addition, the student will need to be evaluated on **one** (or **two**, depending on level) **teaching and/or preaching session(s)**.
- **Field Placement** – Every student will be suitably placed by the Practicum Coordinator in his/her home church or a Christian organization. The student may also indicate his/her choice of field placement but this will be subjected to the Coordinator's approval. In the event of a lack of suitable ministry opportunity, the College may help a church to supervise their students in the practicum in a ministry area approved by the Dean of Students. Ministry hours accumulated for this cannot be used for Christian service.

Missions

Missions is part of the Christian life and thus all students are encouraged to participate in mission, either through a church organization or their local church. Mission projects organized by ACTS College are often planned by Mission Ignite (MI), under the guidance of the MI faculty-advisor.

Christian Service

Life in ACTS College is not just study, worship and fellowship but also humble service to the community of ACTS College. ACTS College exists to prepare men and women for Christian leadership, specifically servant leadership, just like Christ who came not to be served but to serve. Hence, ACTS College requires students to participate in Christian Service to provide opportunities for matriculated students to serve the ACTS College community, as well as to discover new spiritual gifts and/or skills or sharpen existing ones. Each student may choose to serve in any area such as in the administrative office, library, student committees, worship team, interpretation ministry, general cleaning of the College's premises or tasks assigned by ACTS College. He/she is expected to complete **at least 12 hours for each level of study**.

Example:

Students in the DipTh (or MTS) programme should have completed at least 24 hours of Christian Service prior to their first graduation. In the event that a DipTh (or MTS) graduate goes on to do an addition level in the BTh (or MDiv) programme, he/she will need to complete at least 12 more hours of Christian Service prior to his/her next graduation.

GUIDELINES ON CONDUCT

Character and Attitudes

ACTS College is also a training ground for molding ministerial character and attitudes, and thus all students are encouraged to seek the Holy Spirit to work in their lives to produce Christ-like character and the fruit of the Spirit. Any student's conduct that is inconsistent with a ministerial calling will be referred to the College Leadership for appropriate disciplinary action.

Dress Code

The personal appearance of students should reflect the dignity of a Christian leader, servant, and minister-in-training. They are thus expected to be clean, neat and modest in appearance and to abide by this dress code at all times on College's premises. Please note that formal dress code is expected when students serve at any College's or A/G official events (e.g. Graduation Exercises).

Interpersonal Relationship

All students are expected to uphold Christian standard in their conduct on and off campus. As ministers-in-training, students are expected to develop honorable and open relationships. Should any student go beyond the normal relationships mentioned above, he/she will be referred to the College Leadership for appropriate action.

GUIDANCE & DISCIPLINE

Guidance

ACTS College provides Small-Group mentors who will meet periodically with students to provide guidance and counsel. However, students may also seek guidance from those whom they feel comfortable and who are seen to be able to give appropriate advice. As such, all ACTS College Leadership, faculty and staff are available to provide the required assistance and counsel.

Discipline

It is expected that students should exercise Christian self-discipline, which is the mark of spiritual maturity and fulfill the College's expectations required of a student. Failure in these areas will lead to disciplinary actions that are redemptive and corrective.

If a student fails to demonstrate the required attitude or fulfill the College's expectations, the following steps will be taken by the Dean of Students:

1. The student will be asked to give an explanation for his/her conduct or attitude. The Dean of Students will remind him/her on the College's expectations and attempt to resolve the situation.
2. If the student fails to show satisfactory improvement in his/her conduct or attitude subsequently, a letter of warning will be issued.

Note: All warning letters indicating the student's conduct will be filed in his/her personal file. A duplicate copy will also be sent to the Senior Pastor or sponsor.

3. If the student's inappropriate attitude or conduct persists at the **FOURTH** warning letter, he/she will meet with the Leadership Committee, who will decide on the type of disciplinary action. In cases of severe unwarranted behaviors like smoking, possession or use of drugs, drinking of alcoholic beverages and immoral conduct, the student will be suspended for any specified period of time as determined by the Committee.
4. If the situation warrants a termination as deemed appropriate by the College Leadership, the student will be permanently dismissed from his/her studies with ACTS College.

The College Leadership Committee is the formal authority in all disciplinary matters. The decisions of the Committee are reached only after careful and prayerful deliberation. The committee has the authority to suspend, expel or place any student on disciplinary probation if the situation warrants it.

Grievance

ACTS is interested to provide an atmosphere consistent with its goal of preparing workers for Christian ministries. Policies, rules, regulations, and guidelines are established as a framework within which the ACTS College community can live harmoniously and with consideration for one another, and for the ongoing purposes of ACTS College.

ACTS College desires to deal fairly with all persons, whether students, staff, faculty, administration or business associates. If any student has a complaint or grievance, he/she is recommended to adopt the following guidelines:

- **Keep your cool** – Do not do or say things for which you will be sorry, or which will make the solution or reconciliation more difficult. Let the men be "gentlemen" and the women be "ladies" even when the going gets difficult.
- **Pray** – God is interested in you as a person and in the kind of person you are becoming. Let God help you find the right approach to the solution of the problem. "More things are wrought by prayer than this world dreams of."
- **Communicate** – Discuss the matter with the person-in-charge of the area in which the problem occurs. Try to settle the matter early. Do not let problems build up.
- **Escalate** – If an understanding is not reached, discuss the matter with the next higher authority. Enquire, if necessary, about the proper person to see about the problem.
- **Write** – If no satisfaction is reached by this point, address a letter to the College Leadership stating the problem or request. The College Leadership will take the necessary action to solve the problem.

Remember, ACTS College personnel cannot always work instant solutions to all problems, but you are among friends who care and will take all reasonable steps toward the solution of all legitimate problems you may encounter.

STUDENT LIFE COMMITTEE

The Student Life Committee (SLC) is set up by the College Leadership, and are generally made up of ACTS students who have exhibited spiritual maturity, a teachable spirit, integrity and leadership potential. The SLC exists for the welfare of the College student body, and works with the College in meeting the needs of the student body and helping the College to achieve its vision and mission. The SLC thus serves as the bridge between the student body and the College.

The College's President is the overall advisor to the SLC. Each SLC member also reports to a faculty-advisor appointed by the College Leadership. The appointed advisor represents the College Leadership to advise, mentor, train, and ensure each member functions according to his/her role and responsibilities. Please refer to Appendix B for more details on the function of the Student Life Committee.

FINANCIAL INFORMATION

General Financial Policies

All fees should be paid upon enrollment or before the beginning of each semester unless special arrangement has been made with the Administration Manager. Grade Report would be on hold for a student with outstanding fees. A student would not be allowed to register for the new semester if he/she owes any amount from the previous semester.

Fee Payment

Students may pay their fees to the Admin Office using cash, NETS, or cheque. All cheques must be crossed and made payable to “ACTS College Ltd.”

- **Rebates** – Students can enjoy rebates on their tuition fees if they fall under the following categories:
 - (a) Academic Counselling – \$10 off per module for registration during Academic Counselling
 - (b) Spouses of Matriculated Students – Spouses of matriculated students (who are taking credits for at least 3 modules in that semester) will enjoy full rebate on tuition fee for one module in the same semester. The spouse would only need to pay the Registration & Miscellaneous Fees. Full module fees would be payable for any additional module(s) taken
 - (c) Alumni – All BIS/AGBC/ACTS alumni will enjoy one free module per semester. The student will only need to pay for the Registration Fee

Note: In the event if a student belongs to more than one category, he or she can only enjoy one type of rebate within a semester

- **Instalment** – Instalment-plan payment is ONLY APPLICABLE to students who fulfill **ALL** the following criteria:
 - (a) The student must be matriculated
 - (b) The student is not sponsored by any local church or sponsor
 - (c) The student is not receiving any form of scholarship

Students who wish to pay their fees via this instalment scheme may submit his/her request to the Administration Manager, who will assess their eligibility. Once the request is approved, the student must pay the **first installment upon registration**. Full payment must be settled **2 weeks** before final examination or last day of class, whichever is earlier.

Withdrawal / Refund Policies

A student who wishes to withdraw from a module must submit a Module Withdrawal Form to the Registrar. An administrative fee of \$30 would be levied.

- Request for Module Withdrawal received by the Registrar at least one week before the commencement of class may be granted 100% tuition fee refund
- Request for Module Withdrawal received by the Registrar within one week before commencement of class or within the first six hours of the class may be granted 80% refund of tuition fee
- Refund is subject to the approval of Academic Dean
- No refund of tuition fees for Module Withdrawal received by Registrar after first six hours of class

Administrative Fees

The following administrative fees are levied upon the student for the respective requests:

- Late Registration (within 1 week before start of class): \$50
- Matriculation Application: \$30
- Special Examination: \$30
- Transcript: \$30
- Replacement of Certificate: \$50
- Graduation: \$120

Scholarship

Students who need financial help may apply for a scholarship or bursary from the **Alfred Yeo Fund for Theological Education**. They may obtain the application form or find out more details from the College website or approach the Admin office for assistance.

MISCELLANEOUS INFORMATION

Alumni Fellowship

The Alumni Fellowship is open to all ACTS College graduates. The primary purpose is to foster continued fellowship among graduates as well as to promote the alma mater among the community.

Refrigerator

Students may use the refrigerator (located at #07-05) to keep their food stuff for immediate or soon consumption, except for raw food and those with pungent smell. However, the owner's name must be written on the package. Please help to keep the fridge clean.

Classroom Cleanliness

Students and faculty who utilize the classrooms must ensure that cleanliness is maintained at all times. Food and drinks are not allowed in the classroom and library. Please ensure that the whiteboard is clean and chairs are arranged back to the original sitting arrangement so that the next class can benefit from a clean and tidy room.

Health Tips

As God's minister in-training, students are advised to watch their health to ensure that they can be effective for the Lord's service. Hence, students are encouraged to exercise regularly, eat healthily and sleep well. Since various diseases are prevalent today which can be easily transmitted through different forms of contact, e.g. saliva, students are advised to avoid sharing food, drink etc.

Insurance

All students are required to get their own personal accident insurance so that they can be covered in the event of any unforeseen mishap during their course of study with ACTS College. If any student needs assistance in this area, please approach the Registrar or Dean of Students who may recommend some insurance agents to him/her.

APPENDIX A: BIBLE READING CALENDAR

	JAN	FEB	MAR	APR	MAY	JUN
1	Gen 1-3	Lev 1-3	Deut 1-2	1 Sam 1-3	2 Kgs 1-3	Ezra 1-2
2	4-6	4-6	3-4	4-7	4-5	3-5
3	7-9	7-9	5-7	8-11	6-8	6-7
4	10-12	10	8-10	12-14:23	9-10	8-9
5	13-15	11-13	11-13	14:24-16	11-13	10
6	16-18	14-15	14-16	17-18	14-15	Neh 1-3
7	19-21	16-18	17-20	19-21	16-17	4-6
8	22-24	19-21	21-23	22-24	18-20	7-8
9	25-27	22-23	24-27	25-27	21-23:20	9-10
10	28-30	24-25	28	28-31	23:21-25	11-12
11	31-33	26-27	29-31	2 Sam 1-2	1 Chr 1-2	13
12	34-36	Num 1-2	32-34	3-5	3-5	Esth 1-3
13	37-39	3-4	Josh 1-3	6-9	6-7	4-7
14	40-42	5-6	4-6	10-12	8-10	8-10
15	43-45	7	7-8	13-14	11-13	Job 1-4
16	46-48	8-9	9-10	15-16	14-16	5-8
17	49-50	10-11	11-13	17-18	17-20	9-12
18	Exod 1-4	12-13	14-16	19-20	21-23	13-16
19	5-7	14-15	17-19	21-22	24-26	17-20
20	8-10	16-18	20-21	23-24	27-29	21-24
21	11-13	19-20	22-24	1 Kgs 1-2:25	2 Chr 1-3	25-29
22	14-16	21-22	Judg 1-2	2:26-4	4-6	30-33
23	17-19	23-25	3-5	5-7	7-9	34-37
24	20-22	26-28	6-7	8	10-13	38-40
25	23-25	29-31	8-9	9-11	14-17	41-42
26	26-28	32-33	10-11	12-13	18-20	Ps 1-9
27	29-31	34-36	12-14	14-15	21-24	10-17
28	32-34		15-17	16-18	25-27	18-22
29	35-37		18-19	19-20	28-30	23-30
30	38-39		20-21	21-22	31-33	31-35
31	40		Ruth 1-4		34-36	

	JUL	AUG	SEP	OCT	NOV	DEC
1	Ps 36-39	Isa 1-4	Ezek 1-4	Matt 1-4	John 1-3	Gal 1-3
2	40-45	5-9	5-9	5-6	4-5	4-6
3	46-51	10-14	10-13	7-9	6-8	Eph 1-3
4	52-59	15-21	14-16	10-11	9-10	4-6
5	60-66	22-16	17-19	12	11-12	Phil 1-4
6	67-71	27-31	20-21	13-14	13-16	Col 1-4
7	72-77	32-37	22-24	15-17	17-18	1 Thess 1-5
8	78-80	38-42	25-28	18-20	19-21	2 Thess 1-3
9	81-87	43-46	29-32	21-22	Acts 1-3	1 Tim 1-6
10	89-91	47-51	33-36	23-24	4-5	2 Tim 1-4
11	92-100	52-57	37-39	25-26	6-8	Titus 1- Phlm 1
12	101-105	58-63	40-42	27-28	9-10	Heb 1-4
13	106-110	64-66	43-45	Mark 1-3	11-13	5-7
14	111-118	Jer 1-3	46-48	4-5	14-16	8-10
15	119	4-6	Dan 1-3	6-7	17-19	11-13
16	120-131	7-10	4-6	8-9	20-22	James 1-5
17	132-138	11-14	7-9	10-11	23-24	1 Pet 1-2
18	139-143	15-18	10-12	12-13	25-28	3-5
19	144-150	19-22	Hos 1-6	14-16	Rom 1-3	2 Pet 1-3
20	Prov 1-3	23-25	7-14	Luke 1	4-7	1 John 1-3
21	4-7	26-28	Joel 1-3	2-3	8-10	4-5
22	8-11	29-31	Amos 1-5	4-5	11-13	2,3 John- Jude
23	12-15	32-33	Amos6-Obad 1	6-7	14-16	Rev 1-2
24	16-19	34-36	Jon 1-4	8-9	1 Cor 1-4	3-5
25	20-22	37-40	Mic 1-7	10-11	5-9	6-8
26	23-26	41-45	Nah 1- Hab 3	12-13	10-13	9-11
27	27-31	46-48	Zeph 1-Hag 2	14-16	14-16	12-13
28	Eccl 1-4	49-50	Zech 1-7	17-18	2 Cor 1-4	14-16
29	5-8	51-52	8-14	19-20	5-8	17-19
30	9-12	Lam 1-2	Mal 1-4	21-22	9-13	20-22
31	Sol 1-8	3-5		23-24		

APPENDIX B: STUDENT LIFE COMMITTEE

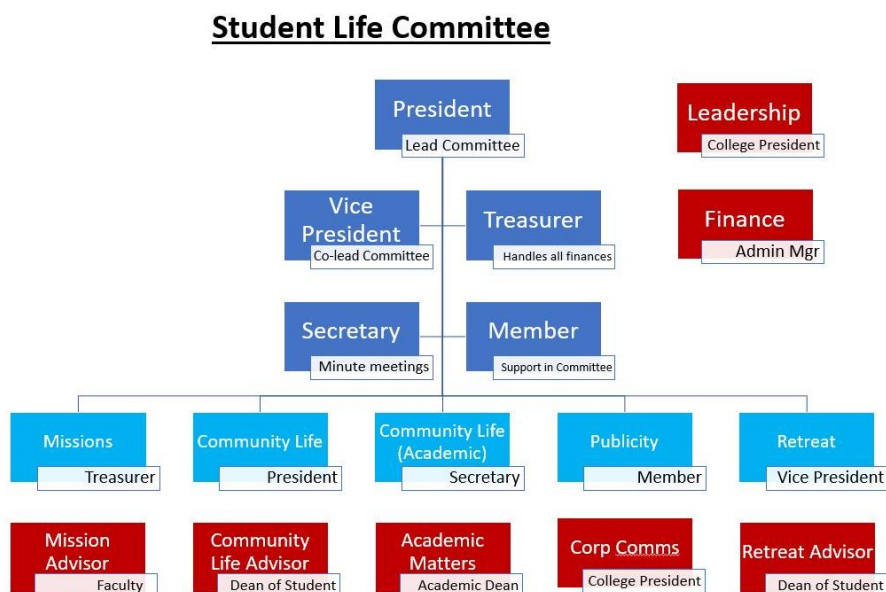
1. Purpose

The Student Life Committee (SLC) exists for the following purposes:

- 1.1 To plan, organise and co-ordinate activities so that ACTS College’s mission and vision can be achieved.
- 1.2 To create opportunities for students to discover and use God-given spiritual gifts to serve Him and the ACTS College community, as well as cultivate their leadership and organizing skills.
- 1.3 To help create a conducive learning and vibrant Pentecostal spiritual environment for the student body as well as promote a healthy interpersonal relationship within the College.
- 1.4 To ensure effective communication between students and the College
- 1.5 To provide manpower and support for the College’s events and activities, for e.g. orientation, Spiritual Emphasis Week, Assemblies of God’s Business and General Council Meeting, and Graduation Exercises.

2. Composition

- 2.1 The SLC consists of the President, the Vice-President, the Secretary, the Treasurer, and one Committee Member. Each position is filled by matriculated students with spiritual maturity, a teachable spirit and integrity. Eligibility to serve is subject to the approval of the College Leadership.



- 2.2 The SLC is guided by the College Leadership who will advise, mentor, train, and ensure the committee functions according to its objectives and responsibilities. They will meet up with their respective Advisors at least once per semester.
- 2.3 The term of office for each office-bearer is usually one year.

3. Duties

The SLC is a student committee amenable always to the College Leadership. It is subject to the authority of the College Leadership at all times, who can revoke and/or amend existing guidelines and operational procedures.

- 3.1 The **President** will chair all meetings, and when necessary, act as a representative (together with all/some SLC members) of the student body, to the College Leadership. The President (and/or related committee members) will also update or report to the College Leadership regularly on coming events, activities or issues.

The President is also in charge of College community life. The Dean of Students serves as the advisor for community life.

- 3.2 The **Vice-President** will assist the President and chair the meeting in his/her absence. The Vice-President, when necessary, acts as a representative of the student body, together with the President, to the College Leadership.

The Vice-President is also in charge of organizing the annual College Retreat. The Dean of Students is the Advisor for the College Retreat.

- 3.3 The **Secretary** will keep record of minutes of meetings. He/she will also be responsible for other duties assigned by the President.

The Secretary is also in charge of the College Community Life (academic), such as Orientation and Graduation Exercises, under the guidance of the Academic Dean.

- 3.4 The **Treasurer** is responsible for the financial planning, record keeping as well as financial reporting to the College Leadership for the overall expenses of the Student Life Committee. All individual project expenditure must be approved by the respective project advisors before purchase or claims can be made. He/She will give the Treasurer's report.

The Treasurer is also in charge of missions awareness under the guidance of a faculty member.

- 3.5 The **Committee Member** will be responsible for the publication and publicity of the College, under the guidance of the College's President.

APPENDIX C: CHECKLIST FOR GRADUATION REQUIREMENTS

Students are welcome and strongly encouraged to participate in as many College events as possible, as these are organized to facilitate students' spiritual and ministerial development.

Matriculated students, however, are expected to fulfil a certain level of participation as part of their graduation requirements, as reflected in the table below. They are responsible to track their own participation to ensure that they have fulfilled all these requirements prior to their graduation.

College Events

This is the general list of College events, chronologically arranged according to when they typically occur in a year:

1. Orientation [**January**]
2. ACTS College Family Day [**March**]
3. Assemblies of God's Business and General Council Meeting [**May**]
4. Spiritual Emphasis Week [**July**]
5. College Retreat [**July**]
6. College Photo-Taking Day [**August**]
7. Annual Thanksgiving cum Appreciation Service [**November**]
8. Graduation Exercises (and Rehearsal) [**November**]

Graduation Requirements

As part of the graduation requirements,

- **Matriculated (Full-Load) students** are expected to participate in all college events as part of their spiritual formation.
- **Matriculated students** are expected to participate at least once per level in each category of the following college events:
 1. Orientation
 2. ACTS College Family Day
 3. Spiritual Emphasis Week
 4. College Retreat
 5. Annual Thanksgiving cum Appreciation Service
 6. Graduation Exercises

In addition, matriculated students are expected to participate in the Assemblies of God's AGM at least once prior to their first graduation.

Example:

Matriculated students in the DipTh (or MTS) programme should have attended at least two orientations prior to their first graduation. In the event that a DipTh (or MTS) graduate goes on to do an addition level in the BTh (or MDiv) programme, he/she will need to attend at least one more orientation prior to his/her next graduation.

- **Graduating students**, regardless of whether they are Matriculated or Matriculated (Full Load) students, are expected to attend Photo-Taking Day and Graduation Exercises.
- **Non-Matriculated students** are not required to fulfill participation requirements, but are strongly encouraged to join us for the College events to experience the community life, as well as for the sake of their spiritual formation.

Summary of Requirements

Event	Matriculated (Full Load)	Matriculated	Graduating Students
Orientation [January]	Required to attend	At least once per level	
College Family Day [March]	Required to attend	At least once per level	
A/G AGM [May]	Required to attend	At least once prior to first graduation	
Spiritual Emphasis [July]	Required to attend	At least once per level	
College Retreat [July]	Required to attend	At least once per level	
Photo-Taking Day [August]	-	-	Must attend on graduating year
Thanksgiving Svc [November]	Required to attend	At least once per level	
Graduation Exercises [November]	Required to attend	At least once per level	Must attend on graduating year

