



Student Handbook

This Student Handbook belongs to

FAR EASTERN BIBLE COLLEGE

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I. A WORD FROM THE PRINCIPAL

To my students,

We warmly welcome you to FEBC. God has provided us a campus that is second to none in this metropolis, with Beulah House our God-given heritage across the street. God has brought us together from many countries, so that we might learn from one another towards a wider missionary vision.

From whatever ethnic background or station of life, do you realise the high privilege you have as a student of this College? Do you know that in studying God's Word, you are entering into the realms of the highest learning—the study of God and man? Calvin says, "To know God and to know yourself is the true knowledge."

Whereas Confucius says it is a pleasure to study with a constant application, St Paul speaks more emphatically, "Study to show thyself approved unto God, a workman that needeth not to be ashamed, rightly dividing the Word of Truth" (2 Tim 2:15). FEBC is not merely an Eastern Academy, but a spiritual SAFTI (Singapore Armed Forces Training Institute) for the nurture of the whole man. Head knowledge that puffs up without heart knowledge is a great danger.

Your training in FEBC that will last three or four years will be over in the twinkling of an eye. As we live in these momentous hours of the last days, let us pursue our chartered course with all diligence and application. "Thou therefore endure hardness, as a good soldier of Jesus Christ ... If a man therefore purge himself from these (youthful lusts), he shall be a vessel unto honour, sanctified, and meet for the Master's use, and be prepared unto every good work" (2 Tim 2:3, 21).

The Lord's coming draws nigh. All the more must we strive to accomplish all that is assigned for us to do. If we do well in our training at FEBC there will be a place found for us in the Lord's Vineyard. If we do not do well here and now, how shall He send us to a greater work hence and beyond?

"And this gospel of the kingdom shall be preached in all the world for a witness unto all nations and then shall the end come" (Matt 24:14). Onward, every FEBCIan!

Your Principal,

Rev Dr Timothy Tow

II. DEVOTIONAL LIFE

As you are called into the full-time service of the Lord, you can expect to face much testing, for the enemy knows who to target first. As with all the saints, we all are engaged in the Christian struggle, from which even the Apostle Paul was not exempted (Rom 7:14–24). Yet, you also know that “the trying of your faith worketh patience” (Jas 1:3). Thus, as we are exhorted, we will “let patience have her perfect work, that ye may be perfect and entire, wanting nothing” (Jas 1:4).

How can we be victorious in the midst of trials and temptations? Only if we take care of our spiritual health! We need to take care of our spiritual well-being by meditating on the Word of God and being very close to Him. The tendency of the Bible College student is to be so “soaked” in the Word for the academic accomplishment that he forgets the devotional aspect of his life in the College. Thus, it is of utmost importance that all Bible College students pay attention to their devotional lives.

In order to provoke one another to pay attention to and be disciplined in our devotional lives, certain policies are necessary in the College, for the ultimate glorifying of God’s Most Blessed Name (1 Cor 10:31; WSC Qn. 1), for the testimony of Jesus Christ, our Lord (Rev 1:9), and for a witness of His blessing upon this College.

These are delineated in the following pages.

Ten Commandments of FEBC

Preamble: “Thou shalt love the Lord thy God with all thy heart, and with all thy soul, and with all thy mind. This is the first and great commandment. And the second is like unto it, Thou shalt love thy neighbour as thyself” (Matt 22:37–39).

On these two commandments hang all the rules written and principles unwritten of the College.

(1) “Worship is the mother of all virtues,” says Augustine. The Student Prayer meeting everyday at 7:45 a.m. and the Chapel at 8:00 a.m. are deemed the most important part of College life and training. To miss them or be late in attendance will be deemed the breaking a great commandment of the Lord. The Proctor is to take the daily attendance of the Chapel Hour, and report to the Dean of Students each week. Extra prayer meetings in the separate dorms are encouraged, to meet at least once a week.

(2) BE PROPERLY ATTIRED for chapel, for classes and throughout the day’s schedule of study, work or recreation. No mini-skirts, no jeans (for ladies), no long hair for men students, no sleeveless T-shirts/blouses, no slippers for anyone in chapel or class.

(3) EVERY STUDENT SHOULD TAKE PART in some practical Church work or evangelistic outreach once a week. If no opening, see the Dean of Students.

(4) SILENCE in the library! Books taken by students must be properly checked out. Books otherwise removed from the Library is tantamount to theft.

(5) THE COST of providing water, electricity and telephone to the whole College, Beulah House, Church and Kindergarten comes to over \$80,000 a year, not counting maintenance and repairs! How you use the Lord's appliances: lighting, fan, fridge, cooker, radio, wash-basin, shower, toilet, reflects your character. No using of HOT-PLATE! Love the Lord and His house more – use less! Forgetfulness to switch off is a trespass and sin of negligence.

(6) THE CHURCH AND COLLEGE OFFICE is out of bounds to students except for interviews or with permission. The Coinafon outside the FEBC kitchen is for students' use. Friends of students phoning in should be advised of these hours: 7:15 a.m. to 7:30 a.m., 12:30 p.m. to 1:00 p.m., 6:00 p.m. to 6:30 p.m. – the intervals within or after meals.

(7) PIANO PRACTICES may begin after the Chapel hour and end by 9:00 p.m. The grand piano in Church shall not be used for practice, nor the electric organ.

(8) SEGREGATION of male and female students: Male students are not allowed up in the Girls' Dorm or girls to the Men's Dorm. No visitors of either sex to the dorms of married students either.

(9) PUNCTUALITY at all times! 6:30 a.m. – Rising Bell. 7:15 a.m. – Breakfast. 12:30 p.m. – Lunch. 6:00 p.m. – Dinner. 10:00 p.m. – All students returned from outside and in dorms. 11:30 p.m. – Lights out. Students may have lights on by 5:30 a.m. The hour governing lights out and coming in from outside applies to students staying in on weekends. Friends of students are not allowed to stay overnight in the dorms. Special permission must be obtained from the principal and pastor.

(10) GRATUITY SERVICE of 2 hours per week is expected of students. The duties are assigned by the Matron. Dorms should be kept tidy and clean, for it is said, "Cleanliness is next to holiness." The toilets and baths should be meticulously scrubbed and kept shining at all times.

Day of Prayer and Registration

Each semester commences with a Day of Prayer at 8.30 am, It is a day when all the faculty and students gather together to commit the new semester to the Lord. This is also a day of praise and testimony of the Lord's goodness upon the faculty and senior students before the start of the semester, a time of testimony of the Lord's calling of the new students; indeed a time of mutual encouragement as the College family gathers round the Throne of Grace.

This is an important event of the semester, and all students are not to miss this time of prayer. For the senior students who may have legitimate reasons to be absent, please obtain permission from the Matron or the Dean of Students.

Registration and orientation will be conducted after lunch at 2 pm.

Personal Prayers

As a person needs to breathe in order to live, so the believer needs to pray to be spiritually vibrant—charged and refreshed for the Lord's work. It goes without saying that all students should be engaged in personal communion with the Lord (Matt 6:6), regardless of academic load, exams or no exams, service in the Church, etc.

(Matt 6:33). Only when you pray will you be strengthened and enabled to accomplish much for the Lord.

Corporate Prayers

Besides personal devotion, students gather each morning at 7:45 a.m. in small groups to pray together (Matt 18:20). As the semester begins with prayer, so should each day be.

Once a week, students who live in the dormitories meet to pray together every Thursday evening. This is a good exercise, to praise God together, and to share and carry each others' burdens. Participation in this meeting will draw the student body into closer unity in the Lord.

Chapel Hour

After you have sought the Lord in private, encouraged one another in your small prayer groups, the next best thing is to hear the Word of God preached and expounded by the faculty and to worship Him together.

Chapel hours should not be used to complete assignments, to memorise Greek/Hebrew vocabulary or memory verses, to study for a quiz, or to catch up on lost sleep.

Chapel hours are to be devoted to the sole focus upon the Lord and His Word. It is a blessed time for drawing nigh unto the Lord (Jas 4:8) and letting His Word fill our minds to guide the day.

Evangelism

The Evangelism session each Wednesday afternoon and the College Gospel Meeting each semester are two means by which students put into practice the knowledge received academically and spiritually. These are times when the Gospel is given to the unsaved, in the fulfilment of the Lord's commandment in the Great Commission (Matt 28:19; Mark 16:15). In these activities, students are also trained in the skills required, not just in sharing the Gospel, but also in the organisation of a Gospel meeting.

Church Attendance and Service

Local and international students are to attend and serve in a local church. Students not attached to a local church in service are expected to attend Sunday Worship services at True Life B-P Church (10:30 am), 30 Orange Grove Road, near Shangri-La Hotel (about 15 minutes' walk from the College. See Map 1). Students will be called upon to serve in some of the ministries of True Life B-P Church. Students are expected to be involved in some church work or evangelistic outreach in order to prove their own calling.

End-of-Semester Thanksgiving Dinner and Service

The end-of-semester thanksgiving dinner and service is a time of fellowship and worship. Students from different nationalities shall present their praise items, and graduating students shall share their parting testimonies.

College Retreat

Once a year (usually after the graduation exercises in May), the College will hold a retreat in Mersing, Malaysia (Resort Lautan Biru) for two or three days. All students are expected to attend.

Christian Conduct

Attitude is probably the most important thing for a Bible College student. The student's attitude in the Bible College and in his academic assignments probably reflects the attitude of a potential full-time worker in the field.

Remember, however, in the Gospel field, you are not affecting only your own life, but precious souls will be affected by your attitude in your labour!

Things for you to check yourself:

- (1) Are you always late for prayers, for chapel, for classes, for church services? Will you then be the preacher who is always late for a speaking engagement, a worship service? Do you want the congregation to be peering out of the window to see if you have come to preach the message?
- (2) Do you seek to be excused from class just because of the slightest ache here or there? Should the congregation or fellowship group be without a preacher, just because he has a little pain and would not come? What is important – that the Word is preached or that the little discomfort “be soothed”?
- (3) Do you schedule your going to the immigration department or some other place during the very lecture hour that you are to be present, when you do have other time slots available to make the trip?
- (4) Do you hold your assignments till the last few days before the deadline? Have you redeemed the time (Eph 5:16)?
- (5) Do you take your studies seriously or you care not till the last week before the exams, and burn the candle overnight (only to sleep at Chapel hour the next day!)?
- (6) Have library books been taken out of the Library but not in compliance with the rules? Have you paid for all the photocopying that you do? God's Word has an injunction in Exodus 20:15.

Scripture verses for consideration: Exodus 20:2-17; Galatians 5:22-26; Philippians 2:1-16; 4:4, 8; Colossians 3:23-24; 1 Thessalonians 5:11-22.

III. ACADEMIC INFORMATION

Academic issues should be referred to the Academic Dean.

Besides the information given here, other details of the academic programmes are available in the College Prospectus.

Academic Year

The FEBC academic year is divided into two semesters of 16 weeks each. The first semester begins on a Monday in the third week of July of the year, and closes in mid-November the same year. The second semester begins on January 2 of the new year, and closes at the end of April the same year. Conducted in between semesters are interim courses of the Daily Vacation Bible College usually taught by guest lecturers from overseas.

Registration of Courses

Official registration for courses is required at the beginning of the semester, on the Day of Prayer and Registration. Late registration is permitted up to 14 days after the beginning of the semester, and must be accompanied by a fee of S\$20.00. Changes in registration of courses may be made without charge during the first two weeks of the semester, a fee of S\$5.00 per change is levied during the third week. No changes in registration are permitted after three weeks.

Course Withdrawal

A student has up to three weeks from the Day of Registration to drop a course. At the discretion of the lecturer, a grade of "I" (Incomplete), or "F" (Failure) will be reported for any course withdrawn after the third week.

Grading System

Grades are awarded according to the following system:

Grade	Marks	GPA
A	94-100	4.0
A-	90-93	3.7
B+	87-89	3.5
B	84-86	3.3
B-	80-83	3.0
C+	77-79	2.5
C	74-76	2.3
C-	70-73	2.0
D+	67-69	1.5
D	64-66	1.3
D-	60-63	1.0
F	59 and below	0.0
P	Pass	0.0
I	Incomplete	Audit

Your Grade Point Average (GPA) is an important indicator of your academic progress. You are required to monitor your own GPA in order to ensure you are attaining the points required for graduation.

GPA Calculation

The number of grade points you earn for a course is calculated by multiplying the grade points by the number of credits for that course. For example, if you receive the grade of 'A' for Systematic Theology (2 credits), you will earn 4 grade points x 2 = 8 grade points.

Your GPA for a semester is calculated by dividing the total number of grade points earned by the total number of credits attempted for that semester, i.e.,

$$\text{GPA} = \text{Total Grade Points Earned} \div \text{Total Credits Attempted}.$$

Academic Achievement

A minimum GPA of 2.0 is required for the DipTh, 2.5 for BRE/BTh, 3.0 for MRE/MDiv, 3.5 for ThM, and 3.7 for ThD. A student whose GPA falls below the minimum GPA for any one semester of full-time study will be placed on academic probation. A student who fails to obtain the minimum cumulative GPA for his programme after two consecutive semesters on academic probation may be subject to dismissal from the College.

The student's academic progress is reflected in his Academic History which he receives on the Day of Prayer and Registration.

Academic Load

A student should normally register for 16 credit hours per semester. Students wishing to take more than 18 credits must receive permission from the Academic Dean. A 3.0 or better GPA is required, but not necessarily a sufficient condition for approval. International students must register for at least 12 credits per semester. Audited courses are not considered part of the academic load.

Required Courses

DipTh, BRE, BTh, MRE, MDiv students must complete pass the courses listed below.

<p>Old Testament History I-II New Testament Survey Life of Christ Systematic Theology I-IV Calvin's Institutes I-II Contemporary Theology I-IV The Westminster Standards Church History I-II Homiletics (every semester)</p>

All **BRE** and **MRE** students must successfully complete **Christian Education I-IV**, and other required practical ministry courses indicated on the registration form each semester.

All **BTh** students must successfully complete:

Either	Or
Elementary Greek I-II	Elementary Hebrew I-II
Greek Reading I-II	Hebrew Reading I-II

All **MDiv** and **ThM** students must successfully complete:

Recommended Sequence	
Elementary Greek I-II	1st year of MDiv programme
Greek Reading I-II	2nd year of MDiv programme
Recommended Sequence	
Greek Exegesis I-II	3rd year of MDiv programme
Elementary Hebrew I-II	2nd year of MDiv programme
Hebrew Reading I-II	3rd year of MDiv programme

ThD students must successfully complete **Biblical Aramaic**.

International students whose native language is other than English, and who did not submit an acceptable TOEFL score, must take the **English Proficiency Test** held on the Day of Prayer and Registration (7.30 pm at the Greek & Hebrew classroom). For students who need to take English classes, the total number of credits that may be earned is 8. No English courses may be credited into the postgraduate programmes (Master's and Doctor's).

Attendance Requirements

The Morning Chapel is deemed the most important part of the daily curriculum; therefore, attendance at Chapel is mandatory for all full-time students.

All students are expected to be faithful and punctual in class attendance. Every class period is important. Students are required to sign the attendance register for each class. No signing by proxy is allowed. Any student who habitually absents himself from classes, or is caught cheating in the signing of the attendance register is liable for expulsion from the College.

A student who needs to be absent or excused from class must first seek permission from the lecturer and/or academic dean by submitting the request form at least three days ahead of time. If the absence is due to an emergency, the student is to inform the College in writing within two days after the day of absence, or produce a medical certificate (MC) if the absence is due to health reasons.

According to the Immigration Act (Chapter 133), Regulation 21, international students must not be absent for a continuous period of seven days or more or that the percentage of attendance for the course in any of the month is 90% or below without any valid reason. Students shall surrender their Student Pass for cancellation if they breach the above rules.

Examinations

All final examinations are scheduled from the middle of the fifteenth week of the semester to the sixteenth week. Some lecturers may schedule additional mid-semester examinations. All students are to take the examinations as scheduled. No student should attempt to rearrange the examination schedule for their convenience, except under very special circumstances or emergency situations.

Students may be barred from taking an examination if they have not fulfilled the course requirements of the College and/or the subject lecturer.

Thesis and Dissertation

All degree students are required to submit a thesis at the end of their respective programmes. The BRE/BTh/MRE/MDiv thesis must contain not fewer than 40 pages nor more than 60 pages of text material, The ThM thesis between 60–100 pages, and the ThD dissertation 200-250 pages. Note that approval shall be based on theological content and literary excellence rather than length. Two hours of academic credit will be awarded upon approval. Students are required to pass the course on “Theological Research and Writing” (2 credits).

In fulfilling the thesis requirements, the following deadlines must be observed:

- (1) Topic proposal is due on the second Friday in March of the year prior to graduation.
- (2) The outline, introduction, and preliminary bibliography are due on the first Friday in the following October.
- (3) The student should complete an application for graduation during the first semester of his final year of studies (see Academic Dean).
- (4) The student must register for 2 hours of thesis credit during his final semester of studies.
- (5) The first draft is due on the first Friday of the final semester.
- (6) The final draft is due on the first Friday of April.
- (7) Both first and final drafts must conform to the guidelines of Kate L. Turabian's *Manual for Writers of Term papers, Theses, and Dissertations*.
- (8) ThM and ThD candidates will sit for an oral examination on the third Friday of April.
- (9) The approved presentation copies are due the first Friday in May. The presentation copies must be hardbound in dark blue for BRE/BTh theses, brown for MRE/MDiv/ThM theses, and scarlet or black for ThD dissertations. The thesis title and author's name should be embossed on the front cover and spine of the bound copies. The presentation copies must be signed by the thesis advisor, and two copies are to be submitted to the librarian.

Graduation Information

The graduation service is held soon after the end of the academic year. Participation in the graduation service is compulsory. Graduation fees have to be paid by the last day of the final semester. Invitation cards may be obtained from the office at this time.

A S\$100 deposit is required for the rental of the academic regalia. The deposit will be refunded when you return the regalia in good condition. The regalia may be purchased. Ask the Bookroom manager for details.

Academic Regalia

The graduation service is normally held on the 1st Lord's Day of May. The pageantry and dress of the College graduation have been inherited from the medieval universities of the 11th and 12th centuries.

(1) The Gown

The flowing gown comes from the 12th century. It has become symbolic of the democracy of scholarship, for it covers any dress of rank or social standing. It has traditionally been black for all degrees. Robes have pointed sleeves for the bachelor's degree, long closed sleeves with a slit in the arm or wrist for the master's degree, and full bell double sleeves for the doctor's degree. Bachelor's and master's degree gowns have no trimming. For the doctor's degree, the gown is faced down the front with velvet and has three bars of velvet across the velvet in the colour distinctive of the faculty or discipline to which the degree pertains.

(2) The Cap

When Roman law freed the slave, it accorded the privilege of wearing a cap. So the academic cap is a sign of freedom of scholarship and the responsibility of society that comes with that attainment. The cap of scholarship is square to symbolise the book. The colour of the tassel denotes the discipline.

(3) The Hood

The academic hood is the identifying symbol of the degree. Its length indicates which degree it represents: three feet for bachelor, three and a half feet for the master, and four for the doctor. The lining indicates the college or university which awarded the degree. The FEBC hood is lined with royal blue and golden yellow. The colour of the velvet facing indicates the field of study, using the same colours as the tassel of the caps. Scarlet is the colour for theology.

(4) Wear and Care

The cap should be worn so that the mortarboard is level and not crooked to either side or placed on the back of the head. The crown of the cap should come to approximately one inch above the eyebrows. The front of the cap is indicated on the inside of the crown. Men should remove caps during the singing of school anthem and during prayer. Women should never remove their caps.

The gown should be placed on a hanger as soon as it is received. For best appearance it should be pressed with a warm iron. Women should not wear flowers, pins, or

other jewelry on their gowns. A simple straight dress without a high neckline gives the best results. Men should wear a white shirt and a tie that will complement the gown. Coats may be left off for comfort.

The tassel should be worn on the right side. After the principal confers on you the degree, the Dean of Students will switch your tassel to your left.

Academic Honours

Degree candidates who have completed at least 64 credit hours in residence at FEBC are eligible, upon graduation, for academic honours as follows:

Cum Laude	3.70–3.79
Magna Cum Laude	3.80–3.89
Summa Cum Laude	3.90–4.00

Grade point averages are determined entirely on the basis of grades received at FEBC.

Auditing

Courses to be audited must be registered for. Auditing a course means attending a class without obligations to do class assignments or take examinations.

English Classes for International Students

All degree students whose native tongue is other than English are required to take the TOEFL, and submit their scores to the College. Proficiency in the English language is vital for both undergraduate and graduate studies at FEBC. Go to <http://www.ets.org/toefl> for information on TOEFL registration and nearest testing centres. Alternatively, students may opt to take the IELTS offered by the British Council. Go to <http://www.ielts.org> for information.

Local students who do not possess the Cambridge GCE certificates, or did not obtain a pass in English at GCE 'O' Level, and all non-English speaking students who did not submit acceptable TOEFL scores, are required to sit for an English Proficiency Test in the evening of the Day of Registration. Remedial English classes at different levels are required for those who do not make the grade.

Transfer of Credits

Course credits with a minimum grade of 'B' earned at other Bible Colleges may be considered for transfer into the FEBC programmes if they meet the academic standards of this College. The Academic Dean will require a copy of the prospectus or catalogue of the College/Seminary from which the credits have been earned. The final decision rests in the Academic Dean after consultation with the faculty, when necessary.

Plagiarism

Students are reminded not to plagiarise the writings and even ideas of other authors. All quotations and paraphrases must be properly documented under foot- or end-

notes. The course on “Theological Research and Writing” will teach you how to correctly cite your sources.

Cheating

“Honesty is the best policy.” The College takes a very serious view to cheating in any form, especially in works submitted to the faculty, or at examinations. A student caught cheating is liable for dismissal.

Software Piracy

Residential students who own personal computers (desktop or laptop) are required to sign a Software Copyright Compliance Form and attach a copy of the software licence. Students who use software illegally face dismissal from the college, and prosecution by governmental authorities. Keep the 8th commandment—“Thou shalt not steal” (Exod 20:15).

Faculty

The faculty of the College comprises:

Title	Name	Position	Tel	Email
Rev Dr	Timothy Tow	Principal, Lecturer in Systematic Theology	62502138	febc@pacific.net.sg
Mrs	Ivy Tow	Matron, Lecturer in Greek	62502138	febc@pacific.net.sg
Rev Dr	Jeffrey Khoo	Academic Dean, Lecturer in New Testament	62561189	febc@pacific.net.sg
Rev Dr	Prabhudas Koshy	Dean of Students, and Lecturer in Hebrew & Biblical Studies	67411910	gethsemane@pacific.net.sg
Rev	Koa Keng Woo	Lecturer in Bible Geography and Church Music	96975940	kwkoa@yahoo.com
Rev Dr	Quek Suan Yew	Lecturer in Hebrew and Old Testament	65603885	suanyew@quekfamily.org
Rev	Jack Sin	Lecturer in Church History and Church Administration	91160948	jasin@starhub.net.sg
Rev	Tan Kian Sing	Lecturer in Biblical Studies and Pastoral Ministry	94473394	ksslstan@singnet.com.sg
Miss	Carol Lee	Lecturer in Christian Education	67935132	carolee@singnet.com.sg)
Mrs	Koa Keng Woo	Tutor in Music	96975940	kwkoa@yahoo.com
Eld	Han Soon Juan	Tutor in English	64712855	hansoonjuan@yahoo.com.sg
Eld	Geoffrey Tan	Tutor in English	67608090	geof22@yahoo.com
Mrs	Anne Lim	Tutor in English	97106629	mayhsien@starhub.net.sg

Educational Tips

“If any of you lack wisdom, let him ask of God” (Jas 1:5).

Learn from the testimonies of those who have been careful stewards of time and the God-given privilege of full-time Bible College study, that diligence in the work at the Bible College will go a long way to help you in the ministry. Learn all you can while still in Bible College.

Learn as much as you can. How to get the most out of Bible College? Here are some guidelines, sharing from lecturers and graduates:

- (1) Be very sure that you are called, and know that it is a great privilege to be in full-time study of the Word and the doctrines of the Scriptures. Thank the Lord and persevere, therefore! Seek Him continually for strength (1 Thess 5:17).
- (2) Then, resolve to be equipped. Strive to learn as much as you can, for only when you are equipped can the Lord use you better.
- (3) “In the Bible College, you learn ASK” (Attitude, Skills, Knowledge). Strive to acquire as much as these as possible by the time you graduate.
- (4) Seek Godly wisdom to learn how to discern the “Essentials” from the “Incidentals,” a skill you will need in the field.
- (5) Learn to listen and take notes simultaneously.
- (6) In all the things that need to be done, Do It Now (DIN). Most of all, do it solely for the Glory of our Lord and Saviour Jesus Christ (1 Cor 10:31).
- (7) Strive to complete all assignments with a view that the completed works will serve as part of your personal resource library in your future ministry.

Time Management

“Redeeming the time, because the days are evil” (Eph 5:16).

- (1) In the first week of the semester, you would know almost all the academic assignments/requirements, and non-academic duties, etc., that will be expected of you throughout the semester.
- (2) You know your church Prayer Meeting, Worship times, and duties required of you in the Church.
- (3) Set them all out on a calendar planner (easier to see the whole picture).
- (4) Identify all deadlines, classify assignments according to their required workloads. Perhaps just two categories will be sufficient—heavy and intensive, as the thesis or research papers; against lighter and not-intensive, as in reading that needs only to be logged or summarised.
- (5) Decide the length of time required for each work, and work back to a latest time by which the work must be started. Then assign to them an expected completion date (not the day of the submission, better before).
- (6) From the heavy vs. light identification, and the overall time table, assign lengthy stretches of available time for the intensive assignments and disconnected

pockets of time for the lighter works. Be Disciplined! Strive to complete your work to the best of your ability.

(7) Use your one-week semester break most wisely. Remember you enter the Bible College to be equipped for the Lord to use you later. No doubt, it is not to be all work and no rest, yet the vacation break should be used to complete as much as possible, before scheduled completion dates even if that can be achieved.

(8) On preparing for examinations: Start from Day One of Lessons. Remember, you have the most two days from end of last lecture to beginning of examinations. You can only start from day one when you pay careful attention in class and ensure that immediately after class, you do understand what is taught and explained. If you have striven to complete all your work before schedule, you have the blessing of time available for revision.

IV. LIBRARY INFORMATION AND REGULATIONS

The College Librarian is Rev Dr Jeffrey Khoo. The Library Assistant is Mrs Ruth Yap Ling Ling. Each student will be issued with four Library Cards, renewable for each year of study.

Library Location

The FEBC Library is located at three places (see Map 2):

- (1) On the first floor of the Annex Block, in the room beside the open classroom (lending library).
- (2) On the first floor of the Church sanctuary, at the rear balcony (reference library).
- (3) On the mezzanine floor of the Bell Tower block (lending library).

Library Hours

- (1) The Lending Library will be opened Monday to Friday, from 8:30 a.m. to 6:00 p.m.
- (2) The Reference Library will be opened Monday to Friday, from 8:30 a.m. to 11:00 p.m. It will be opened on Saturday from 9:00 a.m. to 5:30 p.m.
- (3) The Library will be closed on the Lord's Day and Public Holidays.

Checking Out Regulations

- (1) Lending Library
 - i. All books must be properly checked out through the Library Assistant.
 - ii. At no time should books be taken outside the Library (i.e., to the dorm, home, etc.) without first being properly registered and stamped with the due date. You must present your Library Card to the Library Assistant.
 - iii. Books may be checked out for two weeks at a time.
 - iv. When the book is due, return it promptly and personally to the Librarian so that you can get your Library Card back.
 - v. Do not re-shelf books after reading them in the Library. A book incorrectly shelved is a book lost!
 - vi. A fine of 10 cents per day will be charged for every overdue book.
 - vii. Strictly No Eating and Drinking in the Library.
 - viii. Silence is to be observed in the Library at all times. Conduct all discussions outside the confines of the Library.
- (2) Reference Library
 - i. The books in the Reference Library are only meant for use within the Reference Library itself. Do not take any books out of the Reference Library. None of the books, journals, magazines, theses, etc., may be borrowed.

- ii. A photocopying machine is provided. Do all photocopying inside the Reference Library. Each copy costs 5 cents. Put the money in the box provided.
- iii. The computers in the Reference Library are loaded with word-processing programs. Do not install any other programs into the hard disks of the computers (see also pages 26–7).
- iv. Do not hog the computers. Be considerate.

(3) Red-Spotted Books

- i. Textbooks and books for required reading in a semester are placed on reserve and red-spotted.
- ii. The student may borrow a red-spotted book for only one hour. The book may be renewed for subsequent hours only if it is not already reserved by another student.
- iii. Red-spotted books are in the possession of the Librarian. Check the books out by entering all the required data in a special checking-out book. Please write clearly.
- iv. Red-spotted books must only be used in the Reference Library.
- v. Red-spotted books may be checked out for the weekend on Friday between 4:30 p.m. and 5:30 p.m. They must be returned on Monday morning by 9:30 a.m. Only a maximum of two books are allowed to be checked out. A fine of 50 cents will be charged for every book returned late.

Dewey Decimal Catalogue System

The Library uses the Dewey Decimal System for cataloguing the books. The following is only a selection of some more commonly referenced codes.

200	Religion
201	Philosophy of Christianity
203	Dictionaries of Christianity
205	Serials on Christianity
208	Collections on Christianity
209	History and Geography of Christianity
210	Natural Religion
211	God
212	Nature of God
213	Creation
214	Theodicy
217	Worship and Prayer
218	Man
220	Bible
221	Old Testament
222	Historical Books of OT
223	Poetic Books of OT
224	Prophetic Books of OT

225	New Testament
226	Gospels and Acts
227	Epistles
228	Revelation (Apocalypse)
230	Christian Doctrinal Theology
231	God, Trinity, Godhead
232	Jesus Christ and His Family
233	Man
234	Salvation (Soteriology)
235	Spiritual Beings
236	Eschatology
238	Creeds & Confessions of Faith
239	Apologetics and Polemics
240	Christian Moral & Devotional Theology
242	Devotional Literature
245	Hymns Without Music
250	Local Church and Religious Orders
251	Preaching (Homiletics)
252	Texts of Sermons
260	Social & Ecclesiastical Theology
262	Ecclesiology
264	Public Worship
266	Missions
270	History & Geography of Church
272	Persecutions
273	Doctrinal Controversies and Heresies
280	Christian Denominations and Sects
282	Roman Catholic Church
284	Protestants of Continental Origin
285	Presbyterian & Related Churches
290	Other Religions and Comparative Religions
296	Judaism

V. EXTRA-CURRICULAR ACTIVITIES AND DUTIES

Campus Cleanliness

“Cleanliness is next to godliness.” Residential students are required to contribute two hours per week towards the maintenance and cleanliness of the Church-and-College campus. The Matron will assign the duties and post the schedule on the College Notice Board in the first week of each semester.

Besides the daily duties, students are to help in the general clean-up of the campus every Friday afternoon to prepare the church grounds for the weekend Worship Services and activities.

The Proctor and Proctress will be responsible to ensure that all duties are carried out as scheduled.

Kitchen Duties

Students are also required to help in various duties in the kitchen and the preparation of breakfast. Students will be grouped and assigned to duties on the different days of the week.

At the end of the semester, usually on the Saturday following the Thanksgiving, all students are required to return to clean up the campus, to pack up utensils and other things in the kitchen and the dormitories.

In the event of any problems/difficulties in the assigned duties, students should approach the Matron.

Sports and Games

On Tuesday afternoons, 4-6 pm, students may participate in a number of sports and games organised by the sports secretary like badminton, soccer, volleyball, table-tennis, captain's ball etc.

VI. STUDENT WELFARE AND SERVICES

Student's Identification Card

All new students are issued with a Student Card (3 recent photographs are to be submitted in the first week of the semester to the College Office). International students are issued the Card only when their application to the Immigration Department for a Student's Pass is successful, and their showing proof of it to the College Office. (Please note that if the photographs are not submitted by the announced deadline, students will have to wait till the following semester for the Student Cards.)

Students are to produce their Student Cards whenever required.

Upon graduation or leaving the College, students are responsible for returning their Student Cards to the College Office.

Feedback, Grievance, and Counseling

Students who need assistance in academic, personal, spiritual, placement in church services, adjustments, etc., may make their requests and needs known in a Student Feedback/Request/Appeal/Grievance Form. The form must be completed in full with all relevant details and submitted to the General Administrator (see Feedback/Grievance/Counseling Flowchart).

The following student support services are provided:

(1) By the General Administrator:

- i. Provide or arrange for transport for new students from airport to college.
- ii. Assist students in obtaining or renewing their student passes.
- iii. Assist students with family in locating rental accommodations.
- iv. Advise students on internal grievance procedure.
- v. Advise students on general administrative matters.

(2) By the Dean of Students:

Counsel students who are facing difficulties adapting to new environment or have personal or spiritual problems.

(3) By the Academic Dean:

Advise students on courses and post-graduation opportunities.

(4) By the Matron:

Assist students on matters pertaining to campus accommodation, dining, and duties.

The College shall endeavour to resolve a grievance within 21 days after it is officially reported. A student may appeal to the principal if the initial resolution is not to his satisfaction. The principal's decision is final. All grievances must be resolved in the spirit of love, humility, and submission to God, with much prayer and wisdom

based on the Holy Scriptures. *In resolving grievances within the family of Christ, it is important to remember and apply the Pauline principle as spelt out in 1 Corinthians 6:1-8.*

In the event that the student and the college are unable to resolve a dispute in accordance with the grievance procedure, CaseTrust requires the student and the college to refer the dispute to the CASE Mediation Centre for mediation prior to instituting any legal action or proceedings. CaseTrust requires the student and the college to pay such fees as the CASE Mediation Centre may prescribe from time to time for the purpose of resolving their dispute. Go to www.case.org.sg/medi2.htm, or email: casetrust@case.org.sg for information.

Accommodations

All full-time, unmarried students are required to reside in the College dormitories during the semester. Dormitory accommodations are furnished free to all full-time students (those with at least 12 credits per semester).

International students with dependants may request assistance from the General Administrator in locating rooms or apartments for rent. The College has a network of Bible-Presbyterian churches with members who may be able to rent their apartments at a reasonable cost.

Dining Club

Members of the Club are provided daily meals (breakfast, lunch, and dinner) at the College. No meals are served on Saturdays, Sundays, public holidays, and during the College vacation. Membership per semester is S\$400 (non-refundable).

Laundry

A washing machine and a dryer are provided behind the toilet on the ground floor. Tokens for the use of the machines may be purchased from the Bookroom at S\$2 per wash for singles, S\$3 per wash for married students; and S\$2 per load in the dryer.

Health

(1) Medical Check-Up (Student Pass)

All new full-time students are required to go for a full medical check-up at

Raffles Diagnostics Pte Ltd 585 North Bridge Road, Level 7 Raffles Hospital, Laboratory Department Singapore 188770 Tel: 6311-1761 The nearest MRT station is Bugis (change at City Hall). See Map 3.
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(2) Medical Doctor

Students who need to see the doctor may consult Dr Low Lee Yong of The Family Clinic or Dr Maurice Chew Clinic & Surgery. The Student Card/Student's Pass must be shown to the receptionist before seeing the doctor. Consultation is free, but medication cost is to be borne by the student.

The Family Clinic
Block 10, Ghim Moh Road, #01-104
Telephone 4689664
Consultation Hours:
Monday–Friday 8:30 a.m.–12:00 p.m.; 1:30–3:00 p.m.; 7:00–9:00 p.m.
Saturday 8:30 a.m.–12:00 p.m. and 7:00–9:00 p.m.
Public Holiday 9:00 a.m.–12:00 p.m. (selected public holidays only)
To get there, take the MRT from Newton Station and change at Raffles Station for a Westbound (Blue) train to Buona Vista Station (W7). See Map 4.

Dr Maurice Chew Clinic & Surgery
144 Upper Bukit Timah Road
#03-05, Beauty World Centre
Consultation Hours:
Monday-Saturday 10.00am – 1pm; 2.00pm – 5pm; 7.30pm – 9pm.
Sundays & Public Holidays: Closed.
To get there, take bus nos 67, 75, 170, 171, 173, 184, 852, 961. Alight at the bus stop in front of Al-Ameen Eating House (Upp Bukit Timah Rd). The clinic is located on the 3rd floor (facing escalator) of Beauty World Centre. See Map 5.

(3) Dentist

Dr Paul Tsao
138 Robinson Road,
#07-01, Hong Leong Centre,
Singapore 068906
Consultation will be free of charge.
Students should only make their appointments through the College Office.
To get there, take the MRT from Newton Station and change at Raffles Station for a Westbound (Blue) train to Tanjong Pagar Station (W1). From the MRT Ticketing Booth, turn right and go up two escalators, following the sign pointing to Maxwell Road. See Map 6.

Mail and Papers

Letters, packages, postal items are placed in the student boxes located in the Lending Library everyday (except Saturdays and Sundays) at about 5:00 p.m. Lecturers may also arrange for assessed/graded papers to be similarly placed in the student boxes.

Students are to collect only their own papers and mail from their student boxes and not from the College Office. Students are also not allowed to pick up mail and assignments, etc., from the boxes of other students.

Students are advised to collect their mail, etc., promptly each day and not to leave them overnight.

Telephone / Facsimile

A coinaphon is provided outside the kitchen for students' use. Incoming calls for students can be accepted during these hours: 7:15–7:30 a.m., 12:30–1:00 p.m., and 6:00–6:30 p.m. Students should inform their callers of these times. The telephone number is (65) 62544407.

Students who need to call overseas may do so at the public telephones at the Newton MRT Station. Phone cards may be purchased from the FEBC Bookroom or stationery shop near those telephones.

The College Office cannot take calls or messages for students, except in cases of emergency and for compassionate reasons.

The College does not receive faxes for students, except where permission has been granted.

Printing / Duplicating

A photocopying machine is provided in the Library for students' use. All copies (good or spoiled) costs 5 cents per copy.

From time to time, lecturers may distribute additional notes or reading materials. The College Office duplicates them for the students who are registered for the particular course. Students not registered for the course should not take the notes (they may borrow from their classmates and make their own copies).

Course Syllabi and Textbooks

Textbooks, books required for assignments, and course syllabi are made available at the FEBC Bookroom for the convenience of students. Students enjoy a 50% discount on all FEBC Press books. The Bookroom accepts payments by NETS.

Matters concerning the Bookroom can be addressed to the sales executive of the Bookroom.

The College journal – *The Burning Bush* – current and past issues, are also obtainable from the Bookroom. The College Prospectus and other free publications are also available here.

Computer Use

A common computer is provided in the Reference Library to enable students to complete their assignments efficiently. Students ought not to hog the computer, or misuse it. Doing so will only result in the College taking preventive measures which makes the use of the equipment inconvenient to students.

Students are required to observe the following rules and regulations in the use of the computer:

- (1) Only authorised users will be allowed to use the computer in the FEBC Library. You have to attend a briefing session to become an authorised user. Notice on the briefing session will be posted on the FEBC Notice Board on the first week of the semester.

(2) To prevent virus attacks and illegal running of other software, the floppy disk drives are disabled. You have to save (with your own password) your new Microsoft Word documents into your designated folder/directory. Random checks will be conducted. Files with no password protection will be deleted to prevent other students from copying your works. The rules are as follows:

- i. Use only the licensed software provided by the College.
- ii. Obey the software copyright law. No copying, loading and running of illegal software.
- iii. No playing of computer games.
- iv. No meddling of the default configuration settings of software and hardware.
- v. Use of computers and printers is strictly limited to assignments, research papers and theses for the College. Do not use the library computer for personal work.

(3) Be considerate to other authorised users. Do not hog the computer. Remove your belongings (books, diskettes, papers, stationery, etc.) after use.

Internet Access and Email

The College provides Broadband Internet Access in the Internet Room. The main purpose is to allow registered FEBC students to conduct theological research and email through the Internet. A logon ID will be assigned to you as a registered user.

Four Internet PCs are provided for registered users. There are two ports for notebook users.

Usage hours are 8:30 am to 11:00 pm, Monday to Saturday during FEBC term. During FEBC vacation, usage hours are 9:30 am to 5:30 pm, Monday to Saturday. Closed on Sunday and Public Holidays.

Failure to comply with the following restrictions will result in disciplinary action:

No Internet Chat (including IRC & ICQ).
No Internet Telephony.
No playing of Internet Online Games and other computer games.
No browsing of pornographic web sites.
No downloading of unauthorised software in the College Internet PCs.

Post Office / Postal Services

Stamps can be purchased from the FEBC Bookroom. The nearest Post Office is Newton Post Office (tel: 67346899) on Bukit Timah Road, about 500 metres from Newton Circus (see Map 7).

Banks

The Post Office Savings Bank (POSB), the national bank, has a branch at Newton (next to the Newton Post Office, see Map 7) and at Goldhill Plaza (see Map 8). The

United Overseas Bank (UOB) has a branch at Novena Square about 800 metres from College (see Map 9).

VII. ADMINISTRATIVE OFFICE

Access to the Office

The College Office is out of bounds to students except at these hours: 10:00–11:00 a.m., and 3:00–4:00 p.m.

During the first two weeks of the semester, international students who may need help with Immigration and other matters may seek assistance from the Office staff during the Office opening hours (8:30 a.m.–6:00 p.m.), except the lunch break of 12:30–1:30 p.m.

From the fourteenth week through the examination period, the Office is strictly out of bounds to all students, especially when the “NO ENTRY TO STUDENTS” sign is up on the Office door (this also applies whenever the “NO ENTRY TO STUDENTS” sign is up). During such times, when a student needs assistance from the Office staff, he should knock on the door and wait for a staff to come out of the Office. He should never enter the Office.

Payment of Fees

All payments of tuition and other fees are to be made on the Day of Registration, after which a late registration fee is levied.

Fees are to be paid in cash in Singapore dollars, or by crossed cheque made payable to “Far Eastern Bible College.” The College does not accept payment in foreign currencies, or by credit card or NETS.

The Dining Club fee is to be paid in CASH only, to the Matron.

Notifications Required by the Office

(1) Course Registration

When changes to registration of courses are no longer accepted, students will receive their individual schedules of courses they have registered for the semester. Each student is responsible for checking the details in his schedule. Errors must be reported to the Office immediately, for if not, the schedule is regarded as final, and the student will be graded according to it. (Credits for theses are not reflected in these schedules.). See Course Registration Form.

(2) Passport / Immigration-Related Data

Whenever information, e.g., passport numbers, are changed in the event of renewal of passport or other immigration documents, the student must inform the College Office immediately. See ICA Forms.

(3) Purview of Student’s Occupation During Long Vacation

Students are to inform the College of their address and contact numbers during the long vacation so that they can receive updates on any urgent news or notices pertaining to the College. See “Student’s Occupation During Long Vacation Form.”

(4) Exit from the College

When a student leaves the College and terminates his course of study at the College, he must inform the Office. International students are to provide the Office with his home address, telephone/facsimile numbers, email, and a copy of his passport particulars and airticket giving departure date and flight number.

The Student Card and all the Library Cards must be returned to the College Office, and outstanding fees (including graduation fees) are to be paid.

All this must be fulfilled within three days of the student ceasing to be a student of the College.

Confidentiality of Student Data

The College is committed to maintaining the confidentiality of the student's personal information and undertakes not to divulge any of the student's personal information to any third party without the written consent of the student.

The confidentiality undertaking has the following exceptions:

- (1) All records are available to the administrator, faculty, or staff of the College, having legitimate educational concerns.
- (2) Appropriate information is released to medical personnel when the health of the student or others would be endangered by the withholding of information.
- (3) Specific data is given to the governmental officials and agencies designated by law, or in compliance with a judicial order.

Notice Board

The College Notice Board is outside the kitchen.

All matters concerning the College activities, rules and regulations, announcements, notices, duties, time-tables, deadlines for registration of courses, for submission of documents required by the Office, etc., will be posted on the College Notice Board.

Students are expected to read the Notice Board regularly.

Examination Results

The final grades of each student in each semester will be announced on the College Notice Board and/or Website on a date to be fixed by the College. Students are identified on this posting by their student ID number. The date of this posting will be announced on the Notice Board by the sixteenth week.

Students are NOT to make enquiries for their results via the telephone or at the College Office.

Administrative Staff

The administrative staff of the College comprises:

Title	Name	Position	Telephone	Email
Mr	Steve Chng	General Administrator	62549188	jjaschng@singnet.com.sg
Mrs	Tan Yin Chan	Secretary	62569256	admin@lifebpc.com
Miss	Janet Lim	Clerk	62569256	janetlim@lifebpc.com
Mrs	Yap Ling Ling	Library Assistant	62569256	ruthyapling2@hotmail.com
Mr	Barnabas Yap	Internet Administrator & Bookroom Sales Executive	62549188	febcbkrm@singnet.com.sg
Miss	Wendy Teng	Webmaster	62541287	wtengsl@pacific.net.sg

VIII. INTERNATIONAL STUDENT INFORMATION

Student Pass Application

International students are required to apply for a Student's Pass. Students are strongly advised to comply with all the regulations of the Immigration Department; and not to use the lecture hours to go to the Immigration Department (visit to the Immigration Department will not be considered as a legitimate excuse for absence from lectures).

The address and location of the Immigration Department is (see Map 10):

Immigration/Queue Ticket Counter
I Visit & Visa Section
Singapore Immigration Building
4th Storey, 10 Kallang Road
Singapore 208718.

To get there, take the MRT from Newton Station and change at City Hall Station for a Eastbound (Green) train to Lavender Station (E2).

The following are extracted from "Notes: Application for a Student's Pass" issued by the Singapore Immigration Department and valid at the time of publication of this Handbook. Students should always check for the latest information.

- (1) Forms and documents to be produced:
 - i. A letter of acceptance from FEBC.
 - ii. 2 copies of Form 16 duly completed.
 - iii. Data Amendment Card [IMM(E)555] duly completed.
 - iv. 2 copies of Form V36 duly completed.
 - v. 2 copies of Form V39 duly completed.
 - vi. Identity Card of the local sponsor (a Singapore citizen or a Singapore Permanent Resident).
 - vii. Student's official birth certificate, educational certificates, parents' marriage certificate and photocopies of them (English translation is required, where applicable).
 - viii. Student's valid travel document.
 - ix. A copy of Form (E)5 duly completed by FEBC.
- (2) Security Deposit (Cashier's Order/Banker's Guarantee) required for successful application:
 - i. From Indonesia, Philippines and Thailand – S\$1,000.00
 - ii. From Bangladesh, Myanmar, India, People's Republic of China – S\$5,000.00.

- iii. All other countries – S\$1,500.00
- (3) Fees
 - i. S\$40.00 per year or part thereof for a Student's Pass,
 - ii. S\$20.00 for the issue of a visa.
- (4) Other Information
 - i. Student will have to furnish additional documents and information whenever required by the Immigration Department.
 - ii. If there is a change of the local sponsor, the student should submit the following documents:
 - a. A letter from the student about the change of local sponsor.
 - b. A fresh form V39 duly completed by the new local sponsor and the student.
 - c. Identity Card of the new local sponsor.
 - iii. International students should surrender their Student's Passes for cancellation within 7 days from the date of cessation or termination of their study. The following documents are to be produced:
 - a. A letter from the student /the local sponsor about the cancellation of the Student's Pass.
 - b. Confirmed return ticket.
 - c. Student's valid travel document.
 - d. Disembarkation/Embarkation Card.
 - e. The original receipt for the security deposit (where applicable).
 - iv. The student shall not enter or be retained as a student in any other school(s) or course(s) other than that indicated on the Student's Pass.

Student Pass Renewal

Students are reminded to take note of the expiry dates of their student visas. Renewal forms are available from the College Office. The completed immigration forms must be submitted to the College Office at least 2 days (48 hours) prior to the date of your planned visit to the Immigration Department.

On returning from the Immigration Department, students must return a fresh set of blank forms to the College Office in replacement of forms used.

No Employment

International students are reminded that with a Student's Pass, you are not allowed to take up any employment in Singapore. You are liable for prosecution if you violate the law of the land, and will be repatriated at your own expense.

Transport to and from the Airport

By MRT: Take the Airport MRT to the Newton MRT station (change train at City Hall and take north bound train to Newton). FEBC is just 5 minutes walk from the Newton MRT station (see Map 11).

By Taxi: Go to the taxi stand at the airport. The taxi is the most convenient form of transportation for the international student. It takes about ½ hour from the airport to the college, and costs about \$20. Tell the taxi driver that Gilstead Road is near the Newton Hawker Centre (see Map 11).

If you have any special transportation needs, you may write to the General Administrator for assistance.

IX. MAPS AND FLOWCHART

1. True Life BPC (RELC)
2. FEBC Campus
3. Raffles Diagnostics Pte Ltd (Medical Check-Up)
4. The Family Clinic
5. Dr Maurice Chew Clinic & Surgery
6. Dental Clinic
7. Newton Post Office & Savings Bank
8. Goldhill Plaza POSB
9. United Overseas Bank (Novena Square)
10. Immigration & Checkpoints Authority (ICA)
11. 9A Gilstead Road
12. Feedback/Grievance Flowchart

X. FORMS

1. Student Handbook Acknowledgement Form
2. Software Copyright Compliance Form
3. Student Feedback/Request/Appeal/Grievance Form
4. Student's Occupation During Long Vacation Form
5. Student/Alumni Information Release Form

