



BIBLICAL GRADUATE SCHOOL OF THEOLOGY

37 Jalan Pemimpin, #06-05 Block B, Clarus Centre, Singapore 577177
Office: (65) 6227- 6815 Fax: (65) 6255-3686 E-mail: bgst@pacific.net.sg

COURSE REGISTRATION FORM (PRIVATE STUDY)

Personal Particulars

Date: _____

Name in full: (Rev / Dr / Mr / Mdm / Mrs / Ms) (Select as applicable)

Programme of Study: (Grad Dip CS / Grad Dip ECF / MCS / MA ECF / MDiv / Not Applicable)
(Select as applicable)

For 1st time registrants or update of particulars:

Address: _____ Postal Code _____

Phone: (Office) _____ (Home) _____ Handphone : _____

E-mail: _____ NRIC No.: _____

Church Affiliation: _____ Date of Birth: _____

Occupation: _____ Highest Educational Qualification: _____

One passport size photo submitted together with this form for Library card: Yes / No

How did you come to know of BGST courses: _____

COURSE PARTICULARS

Semester _____ Year _____

1.5 credit – 2 Tutorial hours

3 credit – 4 Tutorial hours

Course Code	Course Title <i>(Must complete the course within 1 year from the date of registration)</i>	Please tick (3) accordingly				By Audit
		For Credit		Tutorial		
		1.5	3.0	Yes	No	

**Please indicate your preferred format of audiovisual material with a tick (3). The Library staff will contact you when the manual & audiovisual material is ready for your collection: Audio CD DVD/ VCD/CD- Rom

For Official Use: The Relevant Dean

Approved : _____ Tutor/Grader assigned: _____
(With approve & assign, vet application & assigned Tutor/Grader)

Date : _____ Recorded by: _____

FOR GUEST TUTORS

Tutor/Grader: _____

Inform Admin Office: bgst@pacific.net.sg after completing 2 hours (1.5credits course) or 4 hours (3 credits course) of Tutorials for reimbursement.

Please submit final grades and assignments to Admin Office:
bgst@pacific.net.sg

For Office Use

Student ID: _____

Acknowledged by:

Date: _____



BIBLICAL GRADUATE SCHOOL OF THEOLOGY

37 Jalan Pemimpin, #06-05 Block B, Clarus Centre, Singapore 577177
Office: (65)6227- 6815 Fax: (65) 6255-3686 E-mail: bgst@pacific.net.sg

COURSE REGISTRATION FORM (PRIVATE STUDY)

Name: _____

Date: _____

Student I.D. : _____

Semester __ Year _____

No.	Description <i>(Live Courses & Group Tutorials)</i>	Fee	\$
1	Course Fees for Credit:	\$187.50 for 1.5 credits \$375.00 for 3.0 credits	
	Course Fees by Audit:	\$130.00 for 1.5 credits \$260.00 for 3.0 credits	
2	Administrative Fee	\$50 (Exemption for Foundational Courses if the student is enrolled in a programme)	
TOTAL			
Fee payment mode: cash/ NETS/cheque /internet banking Instructions on payment by internet banking can be found at http://bgst.edu.sg/courses-and-events/fee-payment			

To be billed to: _____

Approved by: _____

Note:

1. All fees must be paid before course commences.
2. Crossed cheques should be made payable to **BGST**.
3. For internet-banking, please input your surname followed by initials for us to identify you as the payer and send an email to finance@bgst.edu.sg with the breakdown of your payment amount so that a receipt can be issued accordingly.
4. Under certain circumstances, BGST may be able to offer some reduction of course fees. If such financial assistance is required, please submit your request in writing to the Registrar.

REFUND POLICY

One week before course begins - Full refund
Before third lecture - 60%
No refund thereafter

FOR OFFICE USE

Amount paid \$ _____

Official Receipt _____

Amount Outstanding \$ _____

Received by _____ Date _____