



BIBLICAL GRADUATE SCHOOL OF THEOLOGY

37 Jalan Pemimpin, #06-05 Block B, Clarus Centre, Singapore 577177
Office/Library: 6227-6815 Fax: 6255-3686

STUDENT'S CLEARANCE FORM

This clearance form is to be completed by students who will be graduating, withdrawing from studies, transferring to another institution or are terminated by the school. For graduating students, this form is to be completed by 30 April. Kindly obtain clearance from the respective departments.

NAME: _____ STUDENT ID NO. _____

Graduation Withdrawal Transfer Termination

Instruction for Staff

Please put a tick in the box for the item that are cleared and a cross for those that are not cleared, and NA for not applicable. Sign at the end of the section when all items from your department are cleared, otherwise only sign at the areas that are cleared.

A. LIBRARY

1. BOOKS

All returned.

No. of copies lost

Please give details: _____

2. AUDIOVISUAL MATERIALS

All CDs returned.

All VCD/DVDs returned.

Loss, please specify _____

3. FINES AND DEBTS

All fines paid up.

All debts cleared.

4. LIBRARY CARDS

Returned (all the above have to be cleared)

Continue as a member. (Item 1 & 2 above not applicable)

Membership renewed.

Clearance done by: _____

Name of staff

Signature & Date

B. ADMINISTRATIVE OFFICE

1. FEES

- All fees paid up.
- Outstanding amount \$_____.

2. BURSARY

- All bursary hours served. (If not, how many hours outstanding: ____)

3. COURSES

- All courses completed.
- All grades received.

4. GRADUATION

- All required courses completed.
If not, please specify: _____
- Have enough passed credits to graduate.

5. UPDATE OF PERSONAL PARTICULARS, IF APPLICABLE

- _____

6. STUDENT'S PASS / H&S INSURANCE)

- Admin office to cancel student's pass and terminate student's H&S insurance.
- International student must surrender their student's pass at the exit of Singapore immigration.

Clearance done by: _____

Name of staff

Signature & Date