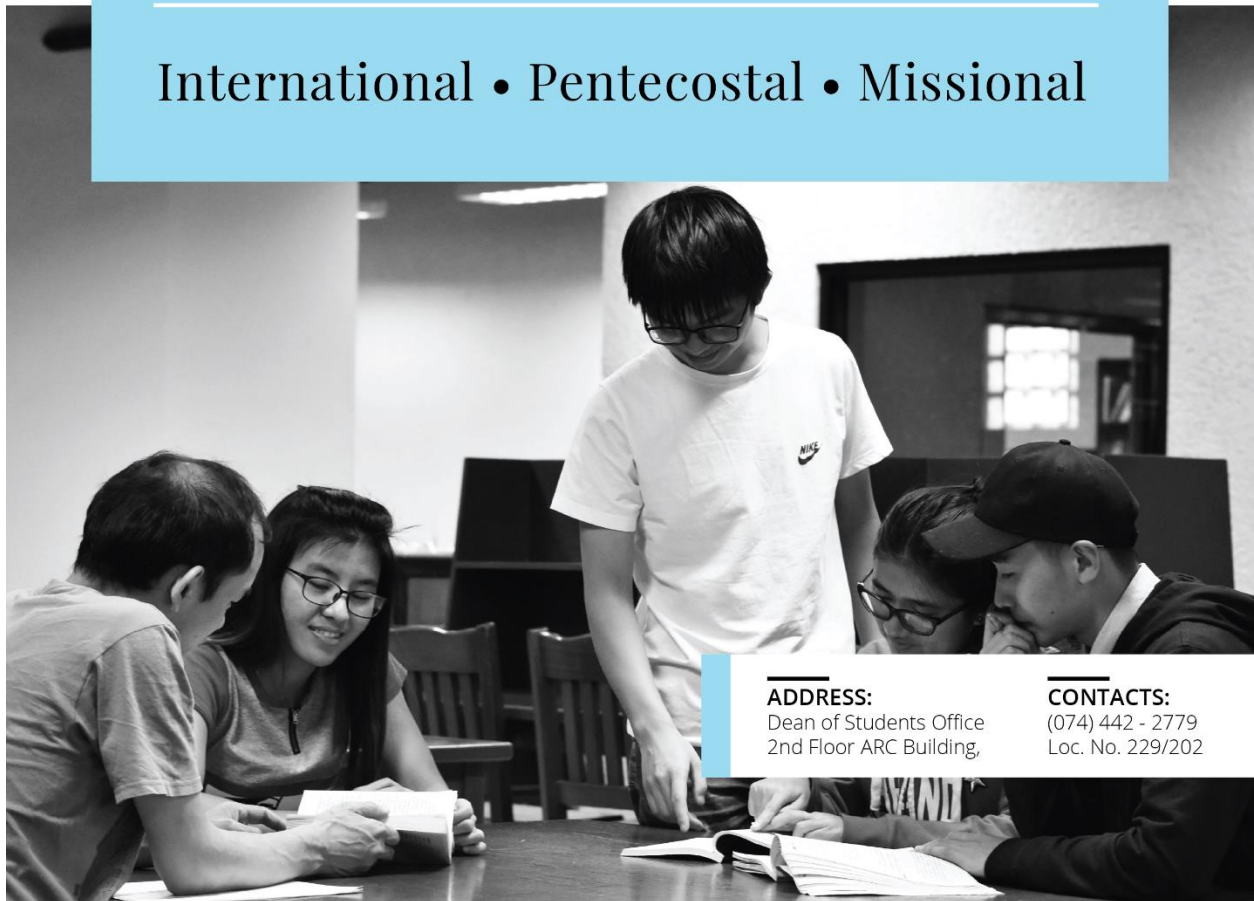


2019-2020 Revised **STUDENT HANDBOOK**

International • Pentecostal • Missional



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ASIA PACIFIC THEOLOGICAL SEMINARY

I. INTRODUCTION

The Asia Pacific Theological Seminary (APTS) was established in joint cooperation with the various Assemblies of God General Councils in Asia Pacific and the General Council of the Assemblies of God, U.S.A. to serve the educational and spiritual needs of the Asia Pacific constituency. APTS is administered by a predominantly Asian Board made up of leaders selected from various Asian countries, along with missionary representation.

Students attending APTS are expected to hold to the highest standards of Christian biblical conduct and exemplify maturity in all actions and decisions related to the spiritual, academic, financial, and social well-being of the students and the institution. By design, this is a multi-cultural institution that seeks to broaden every student's perspective, enlarge their understanding, and enrich their insights on mutual submission, respect, and growth together in the Body of Christ.

II. STATEMENT OF OBJECTIVES

To make the student the focus of concern and to encourage development in Christian ideals, social graces, character training, and the acquiring of leadership skills.

To provide those auxiliary services, which enable the academic program to be carried on more effectively: e.g. counseling, medical, assistance with visas and passports, and orientation.

To provide an atmosphere for spiritual growth and development.

III. ADMINISTRATION AND FACULTY

Administration

- Yee Tham Wan, Th.M. - President
- Teresa Chai, Ph.D. - Academic Dean
- Debbie Johnson, M.A. - Dean of Students
- Ed Benish, M.A. - Business Administrator
- Joe Liu, Ph.D. - Faculty Representative

Regular Resident

- Teresa Chai, Ph.D. - Academic Dean
- Youjin Chung, Ph.D. - Faculty
- Galen Hertweck, D.Min. - Field Education Coordinator
- Kang Im Seok (David), M.Div./M.Th. Cand. - Faculty
- Kim Byeongkuk, M.Div. - Faculty
- Kim Jun, M.Div./Ph.D. Cand. - Associate Academic Dean
- Dave Johnson, D.Miss. - APTS Press & AJPS Editor
- Debbie Johnson, M.A. - Dean of Students/English Department Director
- Joe Liu, Ph.D. - Chinese Program Director
- Jibin Liu, M.Div. - Faculty

Stuart Rochester, Ph.D. - Faculty
 Kathleen Rochester, Ph.D. - Faculty
 Adrian Rosen, M.Div./Ph.D. Cand. - Faculty
 Robert Stefan, Ph.D. - Faculty
 Marilyn Stefan, M.Ed.DL - Faculty
 Joel Tejedo, D.Min. - Faculty
 Lora Angeline Timenia - Registrar
 Wu, Qiongfang, M.Div. - Faculty
 Stephen Yao, M.Div. - Faculty
 Marlene Yap, Th.M. Cand. - Faculty
 Xinhua Yu, M.Div. - Faculty
 Yee Tham Wan, Th.M. - President/Director for Global Missions Center

Regular Non-Resident

Carsten John Aust, Th.M.
 Thomas Bohnert, D.Min. - Director for Distance Learning
 Kay Fountain, Ph.D.
 Melvin Johnson, M.A.
 Laura Sun, Ph.D.
 Barbara Houger, Ph.D. - D.Min. Coordinator
 Weldyn Houger, D.Miss. - Director for Post-Graduate Program
 Evelyn McKinney, M.Div.
 Everett McKinney, M.Div.
 William Toh, Ph. D.

Adjunct Faculty

Barbara Bulkeley, Ph.D. - Faculty
 Sam Bowdoin, Ph.D. - Faculty
 John Carter, Ph.D. - President Emeritus
 Michael Dalseno, Ph.D. - Faculty
 Tom Dooley, Psy.D. - Faculty
 Rose Engcoy, Ph.D. - Faculty
 Kay Gross, Ph.D. - Faculty
 Matthew Hernando, Ph.D. - Faculty
 Rick Howard - Faculty
 Kwang Jin Jang, Ph.D. - Faculty
 Alan Johnson, Ph.D. - Faculty
 Adeline Ladera, Ph.D. - Faculty
 June Lebret, Ph.D. - Faculty
 Robert Menzies, Ph.D. - Faculty
 Ruth Peever, Ph.D. - Faculty
 Anthony Phua, Ph.D. - Faculty
 Ruth Phua, Ph.D. - Faculty
 Saw Tint Sann Oo, Ph.D. - Faculty
 Rick Wadholm Jr., Ph.D. - Faculty

Resident Non-Teaching

Ed Benish, M.A. - Business Administrator

Chinese Program Adjunct Faculty

Ms. Amy Chang
Dr. Chee Way Chen
Rev. Jane Chen
Rev. Chiu Yun Chen (Joy)
Dr. Clement Huang
Dr. Pauline Huang
Rev. Paul Kao
Dr. Joseph Mour
Rev. Daniel Pei
Mrs. Grace Shen
Ms. Bettina Wang
Dr. Hannah Wang
Rev. Paul Wolfenden
Mrs. Katherine Wolfenden
Lydia Yan
Dr. Hong Yang
Dr. Esther Xiyung Yang

IV. STAFF

1. President's Office: Eleanor Sebiano - PA to the President/Personnel Manager/Alumni Services
Rea Cuyopan – Administrative Assistant

Visa Services office: William Alcabedos

Media Department: Michael Marlon Malit - IT Specialist/Network Admin
Cedric Napeek - Graphic Artist
Rensz Pinlac - Media and IT Support

2. Academic Office: Beverly Conceja - Administrative Assistant
Jolina Pascual - Faculty Secretary
Paderes, Stephanie – Press Marketing Assistant

Registrar's Office: Richard Yang-ed - Admission Assistant
Angelica Fragante - Records Assistant

Library: Sol Sacbat - Library staff
Ruvilyn Rimando - Library staff

3. Dean of Students' Office: Cherry Mae Gayaso - Administrative Assistant

4. Global Mission Office: Barbara Dela Cruz - Administrative Assistant
Llord Zenjen Carame - GMC Director Assistant
Ria Bal-isen - Alphacrucis Secretary

5. Business Office:

Grace Cheryl Gapuz - PA to the Business Administrator/ Accounting Supervisor
Kristine Leah Jimenez - Bookkeeper
Albert Ababulon - Accounting Clerk
Asiado, Alicelle - Cashier

Bookstore: - Jeannie Baldin - Bookstore Clerk

Housing and Guest Services:

Merlyn Ramos - Housing and Food Services Supervisor
Fely Balacdao - Housekeeper
Jerson Aglasi - General worker
Joel Basilio - General woker
Linda Dado - Housekeeper
Amalia dela Peña - Housekeeper
Rolly Dumansi - General worker

Food Services:

Cecilia Padilla - Cook/Baker
Rodel Corpuz - Cook/Baker
Concepcion de Guzman - Kitchen aid

Transportation and Vehicles:

Ricky Caput - Transportation Supervisor/Purchasing
Moreno Milo - Maintenance/Driver
Michael Bagalay - Transportation

Plant and Facilities:

Jerry Carreon - Maintenance Supervisor
Wenton, Dolo - Maintenance
Joey Francisco - Maintenance
Albert Miranda - Maintenance
Jeff Jimenez - Maintenance
Jezrael Gagarin - Maintenance
Carlo Binay-an - Maintenance and Driver

Grounds:

Mario Dela Peña – Groundskeeper
Renato Baltazar – Groundskeeper
Romeo Baltazar – Groundskeeper
Bong Dado – Groundskeeper
Joseph Romero - Groundskeeper
Jordan Sagayo – Groundskeeper
Myla Delos Santos – Groundskeeper

STUDENT HANDBOOK

The student handbook is not exhaustive and from time to time there may be additional rules/policies or modification of existing policies. Failure to comply with the rules and guidelines may result in the loss of privileges and may in some cases, lead to disciplinary action, and expulsion from APTS. The administration and faculty reserve the right to interpret policies in keeping with the best interests of the APTS community.

I. STUDENT LIFE

A. SPIRITUAL LIFE

APTS endeavors to encourage its family to strengthen its spiritual life through a variety of spiritual activities. Students are encouraged to participate fully.

1. Chapel Services: Every Tuesday, Wednesday and Thursday. 11:30 AM-12:20 PM

The APTS chapel is considered an integral part of the educational experience and spiritual development of each student. **Attendance is expected.** As mature ministers of the gospel, it is assumed that students will desire to benefit from and contribute to the spiritual life of the seminary through regular chapel attendance and active participation.

2. Spiritual Emphasis Week: during the first trimester.
3. Missions Convention: during the second trimester.
4. Small Groups: each student is assigned to a faculty member and the member and the group meet weekly on Friday during chapel time.
5. SELAH - occasional student lead evening chapel.
6. All Campus Prayer Meetings: APTS community prayer meetings are organized by the Student Council or the Dean of Students.
7. JUMAA Prayer Meeting: voluntary fasting and prayer for Muslims every Friday noon.
8. Focus prayer groups are organized based on nationality, ministry, and language.
9. Personal Devotions
 - a. Prayer Mountain (keys are located in front of the prayer house).
 - 1) Two unmarried people are not allowed to use one room at the same time.
 - 2) Those who use the prayer garden are not allowed to pray or sing loudly.
 - b. A prayer room is also located in the GMC Bldg.

APTS family members are encouraged to spend time in prayer in these rooms. The

chapel can also be available for prayer as long as this does not disturb other regular activities in the chapel as well as in the adjacent classrooms. The prayer rooms are not to be used for any other purpose (including small group meetings, entertaining guests, or socialization).

B. CHRISTIAN CONDUCT

Honesty among all of the APTS family is considered to be a high priority in all relationships. It is expected that all students conduct themselves within the guidelines of the Christian biblical community. This means that should any problem develop between individuals in the APTS family, that problem should be handled on an individual basis between the two individuals or maybe counseling with the Dean of Students rather than spreading the "news" to others.

C. ACADEMICS

1. Papers

Refer to the "Guidelines for Preparing Academic Papers" for the approved style and format for APTS papers. (*see New Student Orientation Manual*)

a. Academic Honesty and Integrity

Students are expected to be honest in writing and speaking. Plagiarism (taking credit for the written work or unique ideas of another person) or dishonesty of any kind is a serious violation of Christian standards and will result in automatic failure of a paper or, in serious cases, the course. Repeated instances may result in dismissal from APTS. Assistance from others must be limited to grammatical and stylistic improvements. Writing for someone else is also considered dishonest and will be dealt with accordingly. Detection a second time result in automatic failure of the course

Academic dishonesty detected a third time will result in automatic failure of the course and an automatic suspension from the school for a minimum period of one school term and a record will be filed in the Academic Dean's office. The student will also be referred to the Academic Affairs Committee for the discussion of further disciplinary action, which could involve a longer suspension or even expulsion, with no opportunity to return, depending on the seriousness of the offense. (*see New Student Orientation Manual*)

D. LANGUAGE

Since English is the medium of instruction and students must function in this language in pursuing studies at APTS, and since APTS is an international seminary with students from many countries, APTS recognizes the vital importance of using English on the APTS campus. Faculty and staff are expected to lead the way by example and to correct others who violate this policy.

Except in the situation where no other ethnic groups are present, students must use English as the language of communication. This applies not only in the classrooms, but also in the

library, dining hall, dorm rooms and offices when more than one ethnic group is present.

E. ANNOUNCEMENTS

All announcements to be put on bulletin boards must be neat and have prior **approval from the Dean of Students**. Announcements to be made in chapel should be emailed or given to the DOS administrative assistant and/or the Dean of Students by the deadline the Dean of Students sets.

F. COURTSHIP AND MARRIAGE

Marriage was instituted and blessed by God (Gen. 1-2). It is Sacred and Holy (Eph. 5:21-33). Even in the most favorable circumstances it requires adjustments. The pressures of student life, adapting to a new culture and isolation from family and friends further impact marriage development. It is also a fact that the maturity and health of a minister's marriage and family will greatly influence his effectiveness in ministry. Therefore, students are encouraged to plan their seminary program in ways to minimize difficulties and stress for their marriages and families. Further, since there are considerable resources (classes, workshops, seminars, and counseling) at the seminary, married students or those anticipating marriage are encouraged to take full advantage of them during their APTS stay.

1. COURTSHIP

The seminary recognizes courtship to be an important time in preparation for marriage. Students are expected to conduct themselves in accordance with biblical principles. As Christians, we must also be sensitive to the culture in which we reside. Behavior, judged inappropriate by the Student Life Committee or administration, will be dealt with accordingly.

2. CROSS-CULTURAL COURTSHIP

Asia Pacific Theological Seminary receives students and supports from various countries in the Asia Pacific region and elsewhere. When students become romantically involved with those from another country, the training that has been invested in them may not benefit either country. Indeed, in some countries a cross-cultural relationship that leads to marriage minimizes the potential effectiveness of the couple in either of their home cultures. With this in mind, APTS cautions single students to consider carefully the potential effect of a cross-cultural relationship upon their future ministry. Some students are endorsed and/or financed by a sponsoring agency with the expectation that they will return to their country to serve in the ministry. As part of the application and acceptance process for such students, APTS encourages sponsors to specifically communicate their expectations concerning any obligations of the student to return to the country for ministry and their view of the impact that a cross-cultural relationship might have in this regard. APTS expects students as servants of God and ministers of the gospel to honor these expectations and commitments.

Where any actions of a student, as reported by any member of the APTS community, seem to be contrary to the stated expectations of his/her sponsor, the student will be asked to consult

with the Dean of Students to clarify the matter. The administration reserves the right to notify the sponsor of any actions of the student that appear to be contrary to the stated expectation. In such cases, APTS will abide by the decisions of the sponsor regarding the continued enrollment of the student at APTS.

3. BEHAVIOR OF SINGLES WHO ARE DATING:

Singles who are dating must, at all times, conduct themselves in a manner that will not embarrass APTS or others who are in their presence. All public displays of affection such as kissing, hugging, or holding hands are considered unacceptable for singles.

Unmarried students who are involved in a romantic relationship are not permitted to travel together outside of the Baguio area or on any overnight trip except when accompanied by at least two other students (who are not themselves involved in a romantic relationship) and with the permission of the Dean of Students. This also applies to term break and summer periods for students who have not completed their studies at APTS.

G. DIVORCE AND REMARRIAGE

APTS recognizes the sanctity of marriage as established by the Scriptures (1 Tim. 3:1-13). While the different general councils of the Assemblies of God in Asia may have varying ways of dealing with details, it is generally understood by the Assemblies of God that marriage is a binding agreement that is not to be severed by any action other than death. These various general councils have the privilege and right to determine their position in such matters.

The seminary encourages the student to consider bringing his/her spouse when beginning his/her educational program in order that the married life should not be interrupted. However, we also recognize that, in the course of marriage relationships, stress causes difficulties to arise. The faculty and administration stand available to the student for assistance and counseling in support of the continuance of the marriage relationship. If, and when difficulties arise, then the student should, at the earliest point, consult with the Dean of Students so that guidance might be given.

When difficulties arise to the point that divorce or separation is the chosen option, the following steps are to be followed:

1. The President must be informed in writing of the impending action.
2. The President will determine what action is to be taken in consultation with the administration and faculty, and will also inform the appropriate national body or sponsor. In addition, failure to report within (30) thirty days any legal action leading to divorce or separation shall be grounds for dismissal. If divorce has already taken place and should remarriage be a pending option, the student must inform the President so that he may take any appropriate action. The school reserves the right to take any necessary action in these matters.

H. CAMPUS SERVICES

1. Food Services

Located at the 5th floor of the Global Missions Center, the Food services welcomes all APTS missionaries, staff and their families and guests to sample the variety of dishes prepared daily by its competent crew. Meal schedules are as follows:

Breakfast	6:30 am - 8:00 am (on weekdays)
	6:00 am - 8:00 am (on Sundays)
Lunch	11:30 am - 1:00 pm (on weekdays) <i>*No lunch on Sundays</i>
Dinner	4:30pm - 6:00 pm

** During block courses dining hall doors close at 6:30 pm daily.*

Meals are priced per dish. Fresh baked goods like breads, cinnamon rolls, cakes and pastries can be made as ordered. Catering services for special functions are also available upon request. Meals are charged to the student's APTS account. Students staying in the dorm are on a meal package plan and are charged for the whole term.

2. IT Services

Computers are available for student use in the library. They are on a first-come-first-use basis. If you encounter any problem with the machine, please fill out a Computer Work Request (*see page 34*) at the reception area. Hot spots for computers with wireless capability are located throughout most of the campus and in many classrooms.

Based on time availability and on a first-come-first-served basis, a student may request an APTS computer technician for assistance at a reasonable cost to the student. Office computers throughout the APTS campus are **NOT** for student use.

3. Health Services

APTS maintains a basic health program to provide for immediate needs and to encourage the overall physical health of the APTS family. An updated medical history of each student will be kept on file. The health services are under the supervision of the Dean of Students. Any emergency health need should be referred to the campus nurse and the Dean of Students should be informed as needed. APTS has contacts with doctors and any emergency will be coordinated through the campus nurse in consultation with the Dean of Students. The APTS clinic is open at regularly scheduled hours. Medical counseling should be sought during the regular clinic hours unless it is an emergency. Both hepatitis B and typhoid immunizations are required for students and residents of the campus. The health services clinic can arrange for this immunization for those who arrive on campus without these inoculations. All resident students and their family members are encouraged to be covered by an approved medical insurance plan. APTS is not responsible for any medical expenses incurred by the student of a family member above that being provided by the plan. (*see Health Clinic Manual*).

4. Housing Services

The school maintains housing units for both single and married students. There are two types of housing: dormitories for single students and apartments for students with a family. Specific policies pertaining to single students and those with a family can be found under Dormitory Life and Family Life respectively.

- a. The Housing Coordinator will assign all student housing in consultation with the Dean of Students.
- b. All housing will be assigned according to the general order of this list:
 1. Full-time APTS students with families
 2. Full-time ELP students with families
 3. Full-time APTS single students
 4. Full-time GMC missionary students with families
 5. Full-time ELP and GMC missionary single students
 6. GMC English students with families
 7. GMC English single students
 - 1) Priority for apartments is given to students accompanied by their family. Single students assigned to apartments may be asked to move to a dormitory should a need for apartments arise.
 - 2) When housing is limited, foreign students will be given priority over Filipino students, since Filipinos have fewer cultural and language adjustments.
 - 3) Exceptions will be considered for graduating students who are in their last term.
 - 4) Students may remain in campus housing during the summer break following graduation subject to availability. This must be requested in writing by **Feb. 15.**

The provision of housing and assignment of housing (dormitory or apartment) is a privilege and not a right. APTS retains the right to assign housing in a manner that best suits the needs of the APTS community as a whole.

5. Immigration Services

The Business office processes visas for foreign students. APTS will not provide any immigration service once you are no longer a student at the school. Consideration will be given in the case of illness or family problems requiring temporary leave. (*See Immigration Manual*).

6. Laundry Services

- a. Housekeeping staff are the only ones allowed to operate APTS washing machines and dryers. All the school washing machines and dryers, and the laundry area on the south end of Sampaguita Bldg., are for the **exclusive** use of the APTS housekeeping staff. Laundry cards may be purchased at the bookstore.
- b. For those desiring to do their own laundry, the designated wash areas are on the west side of Bethesda Hall and the south side of Esperanza Hall. These areas are for hand washing only.
 - 1) The clotheslines above the maintenance building, east of Bethesda and in the hand washing areas may be used. Do not hang clothes over railings and out of windows.
 - 2) Overnight soaking of clothes in the sink in the hand washing area is not permitted. If such is needed, it should be done in the individual units.
 - 3) After washing in the wash basins, the basins must be cleaned. No water should be left in the basins and empty soap containers should be disposed of properly.

7. Mail Services

The outgoing mail is picked up each day (Monday through Friday) before 1:30 p.m. at the Business Office in the Administration building. All mail must be properly stamped before it will be accepted for mailing. Stamps are available at the Business office. All incoming mail, email/fax messages received will be placed in the student's mailbox. Students should not attempt to pick-up mail at the receptionist's desk except packages (DHL, LBC, Forex, Fed Ex, etc.).

8. Photocopy Services

The school provides a photocopy machine for students. This is located at the 2nd floor of ARC Bldg. The photocopier in ARC Bldg., 4th floor and Administration Office are **NOT** for student's use.

9. Telephone Services

Cell phone cards can be purchased in the Bookstore. Students are not allowed to make long distance calls on APTS lines.

- a. The dormitory phones are only for the purpose of trying to make contact with students by the receptionist and other members of the APTS family. Office phones throughout the APTS campus are **NOT** for student use.
- b. The student should not expect the receptionist to look for him/her if a phone call is received, except in an emergency. The receptionist will take the information and will try

to pass the message to that individual as soon as possible.

- c. A roster for the answering of the phone at the apartments will be distributed and posted by the Dean of Students' secretary.

10. Transportation Services

- a. A jeepney schedule is available from the Business office and is posted on bulletin boards. Stated **PRIORITIES** should be followed for each trip. (*See page 35*)
- b. APTS vehicles are not intended for students' personal use.

I. STUDENTS' ACCOUNTS

- 1. An account will be set-up for all current students.
- 2. Although married couples who are both students may elect to have separate accounts, all outstanding balances are considered the joint responsibility of both students.
- 3. Upon enrollment, a student is required to post a deposit as noted below which will be retained until 60 days after the student graduates or withdraws from the seminary to cover any expenses that may not have been posted by the time of his/her departure from campus (such as immigration, utilities and phone bills). Any balance will be returned to the student at the end of the 60-day period along with a final statement showing an accounting of any amounts deducted.

Foreign student	\$100
Filipino student	\$ 50
Off campus student	\$ 25

- 4. All tuition and other fees, meal charges, housing rental, electricity bills, immigration charges, etc. will be charged directly to the student's account.
- 5. Any scholarship or student financial assistance, where applicable, will be credited to the student's account.
- 6. Unless prior arrangement has been made and approval obtained from the Business Administrator, all accounts must not be overdrawn and must show a credit balance.
- 7. Statement of accounts will be issued by the 10th of each month. Valid expenses will be automatically charged to the individual's account without prior notice.
- 8. Charges for rental and housing units are included in your fee assessment per trimester, which means a three-months rental fee is billed at the beginning of each trimester.
- 9. The office encourages individuals to do a thorough review of his/her account and report immediately any discrepancy to the accounting supervisor for adjustment.

10. Payment of bills is expected to be made upon receipt of the bill on the 25th of each month an interest charge equivalent to 3% per month will be applied to the unpaid balance of accounts.
11. Students with overdrawn balances may **NOT** be allowed to take the final examination at the end of the trimester.
12. Students with overdrawn balances are **NOT** allowed to graduate, unless prior written arrangements are made with the Business Administrator, on final settlement of the outstanding balance. Grades for a trimester are not posted to the student transcript until all account balances have been settled. Transcripts will not be mailed or provided until all account balances have been settled.

J. STUDENTS' VISITORS/GUESTS

1. Visitors and guests of students are **NOT** allowed to be entertained in the Dorm rooms. Students can entertain their visitors in the lobby.
2. Guests of students must register at the Business Office and obtain permission from the Dean of Students or the Housing Coordinator if they are going to stay overnight.
3. The cost of an overnight guest will be the responsibility of the student. If charges are not paid by the time the visitor leaves, it will be added to the students' account. The student will be charged the normal housing guest rate for the overnight guest including those staying in the student's apartment. Failure to register a guest on or before his/her arrival will result in an additional charge of \$1.00/night/guest charged to the student's account.

K. STUDENT DISCIPLINE

The intent of disciplinary action is "redemptive" and not "punitive" in nature. It is an avenue for learning, growth, ministerial and/or professional development. Disciplinary measure may include:

1. Restrictions from leaving the campus.
2. Withdrawal of APTS financial scholarship.
3. Disqualification from APTS summer ministry.
4. Suspension from APTS program of study.
5. Suspension from graduation

L. CAMPUS LIFE GENERAL GUIDELINES

1. All doors in Bethesda Bldg. will be secured at 11:00 p.m. except east wing door.
2. All equipment should be handled with care and appreciation.
3. Recreational equipment is handled through the Dean of Students' office. Any damage or destruction of equipment through misuse will be billed to the student's account.

4. Scriptures clearly teach modesty and temperance in all things, and that the student should be sensitive to those around him/her. Therefore, the students' personal appearance and dress should be appropriate at all times. All students must be properly and modestly dressed when going out of their rooms, particularly in the administrative offices, chapel, library, classrooms, and dining hall. Please refrain from wearing immodest clothes and beach slippers in these places. Shorts are appropriate when exercising.
5. Use of the racquetball and basketball court is restricted to the hours between 7:00 a.m. and 10:00 p.m. only.
6. In order to conserve energy, lights, electric fans, and radios should be turned off in any room when not in use, especially if you are the last to leave the room. In addition, ensure that the windows and doors are closed.
7. Playing of musical instruments is only allowed after class/office hours until 8:00 pm unless the Dean of Students has approved an evening service or activity. At all times students must refrain from disturbing students who are studying in their rooms or designated areas.
8. Students are not allowed to remove or transfer any equipment or furniture in any room without permission from the Business Administrator or Dean of Students.
9. A canteen is available at the Coffee bar at ARC, 2nd floor. Students are asked not to expect service outside the specified times of operation.
10. Borrowing items belonging to others without the owner's permission is prohibited.
11. There should be no noisy gatherings that would disturb those living nearby before 7:00 a.m. and after 11:00 p.m.
12. The TV at the ARC, 2nd floor is for students' use and is considered to be a privilege and not a right. This means it can and will be removed should its use become a hindrance to spiritual growth on campus. It will be the responsibility of the students to see that only proper programs are viewed. The decision as to what is "proper" rests finally with the faculty. Parents are responsible to keep their children from watching programs unacceptable to the APTS community. Volume should be kept down so as not to disturb guests, faculty, prayer groups, etc.
13. No pets are allowed in any of the dorm rooms or apartments.
14. If a student wants to engage in off-campus activities, which are not APTS school functions that are in conflict with APTS schedule, the Dean of Students must approve it before the student makes a commitment.
15. Single ladies are not permitted to enter men's dorm rooms or single men's apartments unless a third person is present in the room. Single men are not permitted to enter ladies' dorm rooms or single ladies apartments unless a third person is present in the room. The term "single" means unmarried singles as well as married individuals residing on campus without spouse or children.
16. Students are not allowed to be off campus after 11:15 pm on week nights (Sunday through

Thursday) and 12:00 p.m. on weekends (Friday and Saturday) without permission from the Dean of Students.

17. No drinking or smoking is allowed no matter where you are.
18. Campus resident students leaving campus overnight or more must inform the Dean of Students by completing a form "Travel Information Overnight or more" (*see page 26*). This includes Christmas and summer break. The form is available at the Dean Students office or from the Dean of Students' Administrative Assistant. This is very important for emergency and security purposes.

III. DORMITORY LIFE

Living in a dorm with people of various cultures is, in itself a learning experience. The dorm is also a training ground where theological understanding of Christian ethics will be tested. Therefore, each student should take advantage of this learning opportunity. Students will learn submission, humility, and love as it is expressed in Christ.

A. HOUSING

1. The **dormitories** are intended for single students, that is, students who are studying here alone (whether married or unmarried).
 - a. Normally, not less than four, but not more than six students may occupy a room.
 - b. If less than four students desire to have one dormitory room, subject to availability of housing, special permission must be obtained from the Business Administrator and an adjusted cost will be made.
 - c. All dormitory students take their meals in the APTS cafeteria, thus, cooking is prohibited in the dorm and refrigerators and gas stoves are not allowed.
 - d. During the term breaks and summer, students who are not continuing their stay are not allowed to store their belongings in the dormitories. They may pack their belongings and place them in storage at the Bethesda building. However, APTS will not be held responsible for the loss of such personal belongings.
 - e. During term break and summer, dorm occupants may be consolidated into different rooms in order to maintain four students per room. Students wishing to leave their belongings while away from campus may be asked to move their things to another room.
 - f. During the term breaks, students have three options:
 - 1) Stay in the dorm and pay the daily rate.

- 2) Rent a storage cubicle for their belongings with a monthly charge of \$25.00.
 - 3) Place their belongings in storage area at no charge. APTS will not be held responsible for the loss of such personal effects.
- g. Students are responsible to give notice of the days during term breaks when they are not staying in the room or they will be charged the daily rate.
 - h. Due to the heavy summer schedule of special classes, workshops and special groups, the above policy (f.1) and (f.2) will not apply to this period. The existing dorm rate per day will be charged and students must store their belongings in the storage to avoid this expense.
 - i. Students may not simply leave their belongings with other students as a way of avoiding the cost of leaving things in the room. Any personal items remaining in the room will be subject to storage fees.
2. The day following graduation will be considered as the last day of the school year. Students must vacate their rooms by noon to avoid further charges. The Business Office will establish the cost of staying beyond this.
 2. When available, a single student can apply for an apartment. Both the Dean of Students and Business Administrator must grant approval.

B. DORMITORY RULES

In addition to the above "Guidelines", single students who are living in Bethesda Hall are expected to abide by the following rules:

1. All lights in the dorm rooms must be turned off at 11:00 p.m. Those who want to study after this time must use table lamps.
2. All guests must be entertained at the lobby of GMC building and not in the dorm rooms.
3. APTS provides every dorm students with bedding for the first week of their stay. After that, the student is supposed to purchase his own. Those who wish to continue using APTS linens may do so for a small monthly rental fee. Sheets and pillowcases must be washed each week. Bedding items must be turned in clean before leaving the dorm at the conclusion of the regular school year or at the conclusion of the summer season.
4. The ironing of clothes can only be done in the designated areas **and only SINGLE dormitory students are allowed to use the iron and ironing board.**
5. If any repairs are needed in the dorm, please submit a "Work Request Form" (*see page 32*) to the Business office.
6. The use of small electrical appliances (radio, shaver, hair dryer, and personal computer) is allowed in the dormitory rooms. Using anything like a cooking appliance (refrigerator, percolator, microwave oven) or ironing of clothes in the room is not allowed.

7. Dorm students are expected to show courtesy and concern for their dorm mates. This includes respecting “lights out” and being quiet when others are sleeping.
8. **No wet clothes** are to be dried inside the bathrooms, dorm rooms, or study rooms or on fences, trees or plants. Lines are provided for this purpose.
9. A deposit of US\$5.00 or (student current rate per trimester) is required for a room key and will be refunded upon return of key with original receipt.
10. Study rooms are available on both the ladies; and men’s floor of Bethesda dormitory. Students using the rooms are responsible for maintaining order and cleanliness in these facilities. Men are not permitted in the ladies’ study room or ladies in the men’s study room.
11. Non-compliance with the APTS housing/dormitory rules may result in the loss of APTS housing privileges.

IV. FAMILY LIFE

Married students with families who stay in Bethesda, Esperanza, or Sampaguita buildings are expected to follow the following guidelines.

A. HOUSING/APARTMENT

1. Apartments - studio, one-bedroom, two-bedrooms, and three bedrooms are available at Bethesda, Sampaguita and Esperanza
 - a. Apartments are intended primarily for married couples and families.
 - b. Priority is given based on family size. APTS reserves the right to request students to move to accommodate those needing larger facilities.
 - c. When available, a single student may apply for an apartment. However, this is subject to the approval of the Business Administrator and the Dean of Students. In addition, such a student account must not be overdrawn. Single students receiving financial aid from APTS **may not live** in an apartment
 - d. Those using apartments are provided with basic furnishings such as gas stove and refrigerator with the understanding that the student and his family intend these for personal use. With the exception of having guests on occasion for meals, it is understood that the facilities are not to be used for provision of meals at a fee to other students since regular meals can be ordered/arranged at the APTS cafeteria.
2. Rental Agreement and Deposits
 - a. Refunds (in US dollars) for deposits are made only upon full settlement of accounts.

3. Any request for changing apartments must be approved by the Business Administrator and the Dean of Students.
 - a. Any request may or may not be granted subject to the availability of apartments and will be made at the discretion of the Dean of Students and the Business Administrator.
 - b. The applicant must fill out a Request for Change in Housing form available at the Dean of Students' office or Housing office.
 - c. There will be no approval to move to a larger apartment unless the size of family necessitates the need a larger apartment. Requests will be considered on a case-by-case basis.
 - d. No consideration will be given for a larger family to occupy a smaller apartment.
4. A single student is allowed to occupy an apartment by special permission, it is understood that should the apartment be needed for a family, the single student may be reassigned to the dormitory or a smaller apartment depending on the availability of space.
5. Domestic Help
 - a. Those in apartments with domestic helpers (whether day-care, part-time or stay-in) must register the names of the helpers with the Dean of Students' office. Failure to do so will result in a charge of \$0.50 for each day the helper was not registered.
 - b. A stay-in family helper will be considered as a part of the family unit.
 - c. Domestic helpers must comply with APTS health regulations, including an annual chest X-ray.
6. The maximum number of individuals occupying the family housing units will be as follows:

Apartment	Adults	Children above 3	Children under 3
Studio	2	0	0
1 bedroom	2	0	1
2 bedroom	3	1	1
3 bedroom	3	3	1
7. Non-compliance with the APTS housing/apartment rules may result in loss of APTS housing privilege.

B. CHILDREN

1. **Children age 7 and under must have adult supervision at all times when outside their home.** This means a responsible adult must be with your children at all times. If this is a helper, then the helper must be instructed to do more than just watch the children. She must keep them from actions that would be harmful to them or to the campus environment.

2. **Any damage caused by your child to campus facilities will be charged to you according to the following policy approved by the Administrative Committee.**

When children damage school property, such as destroying plants, the parents will be responsible to pay actual damages, plus a fine of P500.00 for a second occurrence, and P1,000.00 for a third or subsequent occurrence.

3. Climbing trees, fences, walls, and steep hills is strictly prohibited.
4. Parents are to advise their children not to make noise in the hall ways. If complaints are made, the family may be reassigned to another unit.
5. Parents still have the ultimate responsibility for any child's behavior whether a helper is watching the child or not. The helper is responsible to know the APTS rules of conduct for children.
6. Children are not allowed to roam freely or play in campus buildings, such as GMC, ARC, and Hurst Bldg. The playground has been provided for your children where children can play under supervision. The staff has been instructed to report any children who are found violating this policy.
7. Though APTS will maintain play equipment, children play on equipment at their own risk.

C. OTHER GUIDELINES

1. Consideration should be given to all residents as to noise level (i.e. radio, cassette playing, etc.), especially during early morning and late evening hours.
3. Married students will be asked to assist with other duties on special occasions. They are also responsible for following the cleaning roster in connection with their building.
3. The hanging of all pictures, mirrors, etc. will be handled by maintenance upon submission of a Work Request Form (*see page 31*).
4. Work Request Forms may be obtained from the receptionist, and must be submitted to the Business Administrator for approval.
5. If needed, each apartment is allowed **only 1 shoe rack outside of the apartment, 1 meter tall. All shoes must be kept off the floor and placed on the rack.** This way no one will trip and fall and it will be neat, clean and tidy.
6. All water bottles must be kept inside the apartment and are not to be stored in the hallway. It will only be allowed if water is delivered when no one is at home. Upon arrival bottles must be put inside.
7. Only 1 scooter or bike toy may be placed at each end of the hallway for children. Otherwise, it will block the stairs.

V. CHRISTIAN MINISTRIES

A. GENERAL GUIDELINES

Students are encouraged to seek ministry involvement and to respond positively to any invitation(s) extended. Here are some suggestions:

1. Ministry is to be in a supportive role.
2. It is desirable for students to train local people to carry on the work.
3. Students should take responsibility for helping to find a substitute or replacement if they are going to be absent.
4. Students are urged to consider the cost of commitment to make sure they are capable and willing to complete the task.
5. Financial arrangements for this ministry should be the responsibility of the churches and students involved.
6. Ministerial ethics are to be observed at all times. Behavior should bring glory to God and reflect positively on APTS.
7. Students are required to submit a Student Ministry Report Form (*see page 31*) to the Dean of Students' office at the end of every trimester prior to receiving clearance for final exams.

B. IMPACT MINISTRIES

Impact Ministries is the practical outreach program of Asia Pacific Theological Seminary operated out of the Global Missions Center.

Vision Statement

Impact Ministries exists to empower the APTS family for service, and to equip and partner with the Body of Christ to impact the local and global community through holistic ministry.

Mission Statement

- A. Impact Ministries empowers the APTS family for service by
 1. Creating and providing local and global ministry opportunities for students, staff and faculty to explore and use their gifts and skills.
 2. Inspiring and informing them about ministry opportunities.
 3. Orienting students, staff and faculty for ministry and by equipping them with tools and resources to do the work.
 4. Mentoring them through the ministry growth experience.
 5. Facilitating prayer and training as it relates to Spirit-empowered ministry.
- B. Impact Ministries equips the Body of Christ by

1. Identifying their training needs and the APTS resources to meet some of those needs.
2. Planning and conducting training seminars and services that help build them up according to their needs.
3. Providing outreach and training resources where appropriate and available.

C. Impact Ministries partners with the Body of Christ to impact the world by

1. Assessing the needs of the community.
2. Identifying potential partners with present vision to impact their communities.
3. Building strong indigenous partnerships with the Christian community, NGO's, and government units who share a common vision for holistically impacting their community.
4. Planning and conducting local and global strategic Spirit-empowered outreaches and ministries in conjunction with our partners that meet needs and make disciples.
5. Evaluating our efforts and ministries for their effectiveness.

D. STUDENT MINISTRY FUND

A student ministry fund is available to qualified students. These funds accumulate through weekly chapel offerings and are primarily for ministry during vacation periods; consideration may be given to ministry during school terms. Application must be made through the office of the Dean of Students. Forms are available at the Dean of Students' office.

VI. APTS STUDENT BODY

A. APTS Student Body Constitution

1. Purpose of the Student Body

The purpose of the student body is to contribute to healthy campus life. This is conducive to building the total person in Christ in line with the purposes of APTS.

2. Membership of the Student Body

- a. All APTS students presently enrolled shall be members of the student body.
- b. Only full-time students (those who take 9 credit hours or more) and graduating students, including ELP, and Chinese BA students shall be voting members of the student body.
- c. The part-time students shall have a voice but **NO VOTE**.

3. Organization of the Student Body

Officers shall be elected to form the Student Council to represent the student body. The Student Council shall consist of a president, a vice-president, a secretary, and a treasurer. The above

officers will receive a form of financial grant from the school designated for tuition or books in appreciation of their ministry to the student body. The Dean of Students shall be the Student Council Advisor.

a. Purpose of the Student Council

The Student Council exists to promote:

- 1). A spiritual atmosphere for the development of spiritual life.
- 2). A social atmosphere for the encouragement of school spirit, loyalty, and fellowship among the students, and for helping to plan school social functions which relate to student affairs.
- 3). An academic interaction for the provision of a channel for the interchange of academic ideas.
- 4). An open, and healthy dialogue with the administration by providing a communication channel.

b. Formation of the Student Council

1). Qualifications

- a). The president should be an:
 - A/G member
 - APTS full-time student for at least two trimesters
 - On-campus students
- b). The rest of the Student Council officers should have been full-time APTS students for at least a trimester and should be on-campus students.
- c). Student Council officers should show evidence of a Spirit-filled life and give evidence of leadership ability.
- d). Each Student Council officer should have at least a minimum GPA of B+.
- e). The term of office of the Student Council officers shall be from the beginning of the first trimester until the end of the academic year, at which time all records of the Student Council shall be turned over to the Dean of Students.

2). Nominations and Elections

- a). Election of the Student Council officers is held near the end of the academic year for the following year.
- b). Those nominated come from a list of eligible students provided by the Registrar's office and approved by the Dean of Students. The Dean of Students or the Dean of Students' secretary should post the list of eligible students on the bulletin board one week before the date of election.
- c). The Dean of Students, or his appointed representative, shall preside over the election of the Student Council officers. These shall be elected by a simple majority vote.

- d). If for any reason a vacancy occurs in any office, special meetings to nominate and to elect a replacement will be called by the Dean of Students.
 - e) No student who is absent from the election can be elected to the Student Council.
- 3) Job Descriptions
- a). President:
 - ✚ Shall preside at all business meetings of the Student Council and the student body.
 - ✚ Shall provide leadership and coordination to enable all Student Council projects and activities to run smoothly.
 - ✚ Shall sit on the Student Affairs Committee or appoint an individual as his representative.
 - ✚ In view of his/her additional responsibilities, the Student Council President is granted a one-fourth (1/4) scholarship.
 - b). Vice-President:
 - ✚ Shall fulfill the functions of the Student Council President in his/her absence and perform any other functions when necessary, such as, being the mission's prayer coordinator or appointing an individual as his representative.
 - c). Secretary
 - ✚ Shall keep an up-to-date record of all minutes of the Student Council and student body meetings.
 - ✚ Shall distribute minutes of each Student Council meeting to all members of the Student Council, President of APTS, and Dean of Students. He shall also distribute minutes of each student body meeting to all the members of the Student Council and President of APTS.
 - ✚ Shall keep a file of all students' personal information, especially their birthdays.
 - ✚ Shall inform officers of the Student Council of any forthcoming meetings.
 - d). Treasurer:
 - ✚ With the help of a member of the student body, shall count the faith promise and student ministry offerings, and hand them over to the business office on the same day.
 - ✚ Shall keep an up-to-date financial record of the offerings collected.
 - ✚ Shall inform the student body periodically of the status of the faith promise projects.

B. Financial Procedure of the Student Body

1. The student body shall abide by the financial procedures of APTS.
2. Methods of obtaining finance can be suggested by the Student Council to the administration for approval through the Dean of Students.

C. Relationship of the Student Council to the Administrative Committee of APTS

1. As a group, the Student Council makes recommendations to the administration through the Dean of Students. The Student Council can also make a direct appeal to the administration.

2. When appropriate, the APTS administration will inform the Student Council concerning decisions that will affect students.
3. Student Council and the Administration Committee shall meet any time there is an issue that either side would like to discuss.

D. Amendments to the Constitutions

1. Suggestions for amendment(s) to the Constitution may be by the administration or proposed by one-fifth of the student body to the Student Council.
2. The student body shall consider suggestions for amendment(s) to the constitution in a specially called meeting. Fourteen days before such a meeting, the proposed amendment(s) shall be circulated among the student body and a copy posted on the bulletin board. A two-third vote of all the student body present in the meeting shall be necessary. The proposed amendment(s) shall then be sent to the administration for consideration and its decision shall be considered final.

ASIA PACIFIC THEOLOGICAL SEMINARY

STUDENT COVENANT

As a child of God and minister of the Gospel, I recognize the importance of honesty and integrity in all of the work I undertake in my studies at APTS. I pledge myself to uphold the highest standards of ministerial ethics in my stay in campus.

I therefore, desiring to serve God fully, do solemnly promise before God and with Asia Pacific Theological Seminary to abide by the regulations stipulated in the student handbook and to cooperate in creating and maintaining a spirit of Christian fellowship throughout my days in campus as a student.

I have read the student handbook. I understand the consequences when I fail to uphold its specific provisions stipulated therein, and I agree to be bound by these descriptions and understandings.

Name: _____

Date: _____

Signature: _____

TALENT FORM

It is always nice to recognize the gift(s) the Lord has given to us and use them for the edification of the body of Christ. Please indicate your talent(s) by putting check mark (√) on the box before the items. Fill-in the form and submit to the Dean of Students' secretary immediately.

Thank you.

A. MUSIC

- | | |
|---|---|
| <input type="checkbox"/> 1. Piano playing by ear | <input type="checkbox"/> 8. Drums |
| <input type="checkbox"/> 2. Piano playing by note | <input type="checkbox"/> 9. Flute |
| <input type="checkbox"/> 3. Organ playing by ear | <input type="checkbox"/> 10. Trumpet |
| <input type="checkbox"/> 4. Organ playing by note | <input type="checkbox"/> 11. Singing (solo) |
| <input type="checkbox"/> 5. Guitar | <input type="checkbox"/> 12. Singing (choir) |
| <input type="checkbox"/> 6. Electric Bass Guitar | <input type="checkbox"/> 13. Others: Please specify |
| <input type="checkbox"/> 7. Violin | _____ |
| | _____ |

B. OTHER SKILLS

- | | |
|---|---|
| <input type="checkbox"/> 1. Worship leading | <input type="checkbox"/> 8. Electronic repair |
| <input type="checkbox"/> 2. Conducting choir | <input type="checkbox"/> 9. Auto repair |
| <input type="checkbox"/> 3. Editorial work | <input type="checkbox"/> 10. Driving: Type of License |
| <input type="checkbox"/> 4. Writing articles | <input type="checkbox"/> Non-Professional |
| <input type="checkbox"/> 5. Photography | <input type="checkbox"/> Professional |
| <input type="checkbox"/> 6. Graphic design
(design/layout) | <input type="checkbox"/> 11. Others: Please specify |
| | _____ |
| | _____ |

Use back portion of this form if the space provided is not enough.)

NAME: _____

DATE: _____

TRAVEL INFORMATION
(For Overnight or more)

NOTE: This form must be filled and submitted to the Dean of Students office before making the trip.

1. Name of person travelling: *(If travelling as a group, please write all the names in the group)*

2. Place of destination: _____

3. In case of emergency:

Name of person to be contacted: _____

Address: _____

Telephone no. or Mobile phone: _____

4. Purpose of travel: _____

5. Date of departure: _____

6. Tentative date of return: _____

Signature: _____

Date of Submission: _____

Dean of Students

Date Approved:

STUDENTS/MISSIONARIES/FACULTY INFORMATION DATA

Please fill-in the form and submit to the Dean of Student's office immediately. Thank You!

Personal Data:

Name of the Student/Missionaries/Faculty: _____

E-mail address: _____ Mobile number _____

Date of Birth _____ Age: _____ Gender: _____
(month/date/year)

Place of Birth: _____ Civil Status: _____

Wedding date (if married) _____ Nationality: _____
(month/date/year)

Church affiliation : _____

Family Survey:

Name of Spouse: _____

Spouse E-mail address: _____ Mobile number: _____

Spouse Date of Birth: _____

Children/Dependent(s)	Date of Birth (month/date/year)
-----------------------	---------------------------------

In case of emergency. Please contact:

Home mailing address: (your country of origin)

Blessings,

DEAN OF STUDENT

Student's signature: _____

Date: _____

NEW STUDENT REQUEST FOR HOUSING

Date: _____

Name of Student: _____

Persons who will be living in Unit: Self Spouse # of children

Housing desired: Dormitory: (max. of 6 persons)

Apartment: Studio 1BR 2BR 3BR

Expected move-in: _____

Student's Signature: _____

Email address: _____

To be completed by DOS only

DORMITORY Bethesda					
First Floor (Men's)	R 101	R103	R107	R109	R111
Third Floor (Ladies')	R 301	R 303	R307	R309	R311

APARTMENT	STUDIO	1-BEDROOM	2-BEDROOM	3-BEDROOM
BETHESDA				
SAMPAGUITA				
ESPERANZA				

1. Registrar's Office
 Remarks: _____
 Date & Signature _____

2. Dean of Student's Office
 Remarks: _____
 Date & Signature _____

3. Business Office
 Remarks: _____
 Date & Signature _____

4. Housing Office
 Remarks: _____
 Date & Signature _____

LOCAL CHURCHES OF BAGUIO AND BENGUET

NAME OF CHURCHES	PASTOR	LOCATION / MOBILE
Abatan Assembly of God	Rev. John S. Vicente	Abatan, Buguias, Benguet
Agape Church of Gumatdang	Ptr. Ely Sebiano	Gumatdang, Itogon, Benguet
Agape Family Christian Church	Rev. Richard M. Chawag	206 Kenon Road, Camp 7, Baguio City
AG Palali Christian Center	Rev. Bonifacio B. Wajchina	Central Palali, Sablan, Benguet
Atok Trail Assembly of God	Rev. Johnson A. Duagan	Atok Trail, Baguio City
Baguio Full Gospel Int'l Church	Ptr. Jemon Subang	Lower Bonifacio Road, Baguio City
Baguio International Chinese Church	Rev. Ngoh Moon Tee	Cabinet Hill, Baguio City
Baguio Missions Church	Rev. Jerry Pecsoy	Mabini St., Baguio City
Bakong Faith Assembly of God	Ptr. Manny Taypoc	Bakong, Itogon, Benguet
Balatoc Assembly Mission Center	Ptr. Ana Lisa Domingo	Balatoc Mines, Itogon, Benguet
Balili Assembly of God	Ptr. Judy A. Dionisio	Balili, Sebang, Buguias, Benguet
Beckel Assembly of God	Ptr. Jerry Gavino	Beckel, La Trinidad, Benguet
Believer's A/G Worship Center	Ptr. Rodlofo P. Domingo	#48 Naguilian Road, Baguio City
Belis Assembly of God	Ptr. Joshua D. Balite	Belis, Kaliking, Atok, Benguet
Benguet Assembly Community Church	Rev. Dominador A. Lopez	Amos Bldg., Km. 6 Betag, La Trinidad, Benguet
Central Foursquare Gospel Church	Ptr. Lucy Callena	Central School, Baguio City
Dalicno Mountain Light A/G	Ptr. Johnny Busacay	Dontog, Dalicno, Itogon, Benguet
Dasarang Baptist Church	Rev. Ko Min Hwan	Leonard Wood St. Baguio City
Epicenter Church, Baguio	Rev. Dominador A. Lopez	209 Bonifacio St. Baguio City
Faith Assembly of God	Rev. Wilson B. Ritual	Gulon, Ambiong, La Trinidad, Benguet
Flocks of the Lord Christian Center	Rev. Elmer G. Batuyong	185 Blk , Cypress, Irisan, Baguio City
Garrison Assembly of God	Ptr. Bernice Ongican	Garrison, Ucab, Itogon, Benguet
Goldfields Assembly of God	Ptr. Tito C. Inio	Goldfield, Poblacion, Itogon, Benguet
Green Valley Assembly of God	Ptr. Angelita T. Mangosan	0394 Purk 6, Dontogan, Baguio City
Guiding Light Christian Church	Rev. Robert Casas	Magsaysay Road, Baguio City
Happy Hallow Assembly of God	Rev. Johnson A. Duagan	Happy Hallow, Baguio City
Hilltop Assembly of God	Rev. Joni C. Simeon	T. Alonzo St., Baguio City
Hossana Community Church	Ptr. Fernando Lausa	# 18 Tuding, Baguio City
International Praise Center	Dr. Joel Tejedo	Prime Hotel, Session Road
Irisan Assembly of God	Ptr. Adrian C. Docayso	Purok 2, Irisan, Baguio City

Jesus Christ the Chief Cornerstone Assembly of God	Rev. Erlinda T. Reyes	Pinsao Proper, Baguio City
Karao Assembly of God	Ptr. Manolo M. Taypoc	Karao, Bokod, Benguet
Labilab Full Gospel A/G	Ptr. Rolando Marquez	Labilab, Loacan, Itogon, Benguet
Lamut Assembly of God	Rev. Mayo Catanes	Lamut, Beckel, La Trinidad, Benguet
La Trinidad A/G Church	Rev. Walter Caput	Puguis, La Trinidad, Benguet
Life-Giving Christian Ministries A/G	Rev. Allen A. Dante	Puguis, La Trinidad, Benguet
Loakan Assembly of God	Rev. Efren Lidem	Loacan, Baguio City
Lower Rock Quarry (IPC Outreach)	Ptr. Carolyn S. Tejedo	Lower Rock Quarry, Baguio City
Loakan Full Square Gospel Church	Rev. Saturnino Gadingan	Loakan Road Ext., Baguio City
Midas Assembly of God	Rev. Patricio M. Aguiwas	Banig, Tawang, La Trinidad, Benguet
Mountain View A/G Church	Ptr. Patrick Aguiwas	Banig, , La Trinidad, Benguet
Pines Ville Assembly of God	Ptr. Robert C. Olo-an	Pines Ville, Baguio City
Teachers Camp AG	Ptr. Samuel Carrao	Teachers Camp, Baguio City
The Highland Metropolitan Assembly of God Church	Rev. Walter T. Caput	Puguis, La Trinidad, Benguet
Tiptop Christian Assembly of God	Rev. Romel Maquiwe	Upper Ambiong, La Trinidad, Benguet
Tuding Assembly of God, Inc.	Rev. Ignacio Caput	Tuding, Itogon, Benguet
United Church of Christ in the Philippines, UCCP, Baguio	Rev. Rommel Marigsa	Chugum St., Westside of Burnham
Virac Assembly of God	Rev. Marcelo P. Vicente	1307 Balatoc Village, Balactoc
Word of Life Assembly of God	Ptr. Elmo Dio-alan	Lucnab , Baguio City

ASIA PACIFIC THEOLOGICAL SEMINARY
Student Ministry Report Form

APTS believes that it is a vital part of every student's seminary education to be actively involved in ministry. Such involvement gives practical substance and meaning to classroom study and deepens the development of ministry skills. Many opportunities are available for involvement with local churches, and the Impact Ministries has been developed specifically for this purpose. Your ministry formation is considered by the faculty along with your academic record in determining approval for graduation and academic awards.

While the faculty has not specified any particular type of required ministry nor mix of ministries, students are expected to be involved for an **average of at least two to three hours each week** (including preparation and travel time) in volunteer ministries of some kind. This is in addition to any formal study requiring practical ministry expressions (e.g. Practicum courses and Field Education). This report is to be completed at the conclusion of each trimester as a formal record of your volunteer ministry activities. **Please submit to the Dean of Student's office on the last day of classes prior to the finals week.**

Student's name: _____ **Date:** _____
Cellphone number: _____ **Email address** _____

Please check: 1st Trimester 2nd Trimester 3rd Trimester **School Year** _____

Academic Program:

Graduate Certificate MA Ministry Master of Divinity
 MA Intercultural Studies MA Theology MA Islamic Studies Special

Church/Ministry: _____

Address: _____

Name of Pastor: _____ **Contact No.** _____

Report of the ministry involvement.

- 1) _____
- 2) _____
- 3) _____
- 4) _____

CHAPEL SERVICE ATTENDANCE: Of the _____ chapel service we have had this trimester, I have attended _____

ASIA PACIFIC THEOLOGICAL SEMINARY
444 Ambuklao Road, Baguio City

WORK REQUEST FORM

Name of Party Requesting: _____ Date: _____
 Place where work is to be done: _____

SPECIFY DETAILS OF WORK:

Electrical/Electronics _____
 Carpentry _____
 Plumbing _____
 Grounds _____
 Painting _____
 Others _____

 Signature of Party Requesting

Approved
 Disapproved

 Business Administrator

 Signature of Party Requesting
 (after work is done)

Personal
 Business Work Urgency
 Department
 A
 B
 C

FOR THE MAINTENANCE DEPARTMENT: ACCOUNTING OFFICE:

Staff Assigned: _____ Labor Cost: _____
 Date and Time Work Started: _____ Materials Cost: _____
 Date and Time Work Finished: _____ Overhead Cost: _____
 Number of Hours Worked: _____ Total Amt. payable: _____

MATERIALS USED:

P.O. No.	QTY	DESCRIPTION	UNIT COST	AMOUNT
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

 STAFF SIGNATURE

 SUPERVISOR'S SIGNATURE

 Stocks Custodian

 Business Office Verification
 (Business Administration)

 Acknowledgement

APTS STUDENT MINISTRY FUND APPLICATION FORM

1. Name: _____

2. Type of Ministry:

a. Duration*

- 1. Vacation
- 2. Weekly
- 3. Special

b. Description

- 1. Preaching
- 2. Teaching
- 3. Evangelism
- 4. Seminar
- 5. Others _____

3. Itinerary (give specific places and dates)

4. FUNDS REQUESTED

Approximate Cost:

Transport _____

Food and Lodging _____

Materials _____

Others _____

TOTAL =====

5. Affirmation of Evangelism Fund Policy: The undersigned will use, account for, and report on any funds granted in accordance with the written policy statement received.

* For vacation/special ministries, please provide relevant information about your ministry on a separate piece of paper together with this application form. Please note that an official, written invitation should be enclosed also.

- For weekly ministries, kindly submit a brief description of your ministry on a separate piece of paper together with this application form.

=====

For Official Use Only

DO NOT WRITE BELOW

Grant Approved: _____ Date Paid to Student: _____

Officer's signature: _____ Date Student's Report Received: _____

Date Approval: _____ Date Copy of Report Sent to A/G Evangelism _____

BUSINESS OFFICE USE ONLY
Scholarship Status: _____
Account Status: _____

ASIA PACIFIC THEOLOGICAL SEMINARY
 444 Ambuklao Road, Baguio City

COMPUTER REQUEST FORM

_____ Date

Name of Party Requesting: _____
 Last Name First Name Middle Name

Location of Requesting Party: _____ Tel No.: _____

Please check on what hardware to work on?

Desktop Laptop Printer Monitor Others– Specify _____

Please specify the request or problem in detail:

 Signature of Party Requesting Approved
 Disapproved

 Signature of Party Requesting NOTE: _____
 After work is done _____

 Business Administrator

 Computer Technician

PRIORITIES: PLS. check
 School Computer
 Inventory
 Faculty Personal
 Student Personal
 Others

Date & Time job started: _____
 Date & Time job finished: _____
 Number of work hours: _____

Material Purchase:

Description	Quantity	Unit Price	Price



ASIA PACIFIC THEOLOGICAL SEMINARY

444 Ambuklao Road, Baguio City, Philippines

JEEPNEY SCHEDULE

As of March 12, 2018

Monday through Friday

<u>Time</u>	<u>From</u>	<u>To</u>	<u>Rider Priority</u>	<u>Driver</u>
6:30	GMC	Happy Glen Loop	Anyone]	Moreno
7:00	Happy Glen Loop	GMC	Staff only]	Albert or
7:20	GMC	Pacdal	CAB/GBA only]	Carlo
7:45	Pacdal	APTS	Staff only]	
10:00	GMC	Pacdal	Anyone	Moreno or Carlo
1:15	GMC	Town	Anyone]	Moreno
3:30	GMC	Pacdal	GBA/CAB only]	
5:05	GMC	Town	Staff only]	Albert, Carlo
6:05	GMC	Pacdal	Staff/Anyone]	or Moreno

Saturday

7:05	GMC	Happy Glen Loop	Anyone]	Moreno, Albert
7:35	Happy Glen Loop	APTS	Staff only]	or Carlo
10:00	House A	BICC	Students]	Albert, Ricky, Moreno or
12:05	GMC	Town	Staff only]	Carlo
1:00	GMC	Pacdal	Anyone]	Albert, Moreno or Carlo

Sunday

8:20	GMC	BICC	Students]	
8:30	GMC	BICC	Students]	Carlo
9:15	GMC	Town	Anyone]	Albert
9:45	GMC	Town	Anyone]	

Please be reminded that the jeep will leave at the scheduled time. The driver has been instructed to not wait for late comers but leave promptly. Plan on being 5 minutes early to insure you meet the jeep before it leaves. Anyone working, staying or studying on campus may ride but the driver cannot make special trips to accommodate passengers. Campus "stops" are at GMC and Hurst.

Ed Benish
Business Administrator