APPENDIX II
MAP OF AIAS CAMPUS

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AIIAS campus canteen between the student apartment towers offers staple food items and supplies at a reasonable cost.

Several grocery stores along the main road in Silang are open until 8:00p.m. Film developing shops, bakeries, drug stores, flower shops, dress shops and novelty shops can all be found along the main roads of Silang.
OUR MISSION

The mission of AIIAS is to deliver dynamic Seventh-day Adventist graduate education on campus and at Distance Learning Centers in such fields as business, education, health, and religion, so that its graduates will effectively fulfill the Gospel Commission by providing competent leadership and service based on integrity, respect, and love in meeting the needs of the church and society.

Everyone is invited to join any small groups for the mid-week prayer meeting. It develops wonderful fellowship and close camaraderie aside from strong spiritual development and support group.

SOCIAL ACTIVITIES

AIIAS life is filled with music, culture and fun. Concerts, cultural shows and social get-togethers provide AIIAS residents with the chance to perform or sit back and enjoy.

All students are members of the student association, which provides opportunities to join in student affairs on campus and to organize and participate in a number of cultural, recreational, and spiritual events. In addition, national associations and departmental clubs offer students the chance to socialize and work together in smaller groups.

Students who like a bit of action can take advantage of the many campus and local recreational opportunities. They may use the multipurpose gymnasium and outdoor sports facilities to play soccer, baseball, outdoor tennis, basketball, volleyball, badminton, table tennis, or to jog and walk. Swimming facilities are available for a fee in the town of Silang, and mountain hiking opportunities are close by. Beaches and snorkeling can be reached within a 1-2 hour drive.

Social activities include;

a) Cultural tours
b) Sports days
c) Potlucks
d) Acquaintance programs
e) Cultural shows
f) Others

TRANSPORTATION/SHOPPING/MISCELLANEOUS

It is not required that a student at AIIAS own a motor vehicle. Public transportation to the nearby town of Silang (around 1 km) is readily available during daylight hours. Fresh vegetables may be bought in Silang throughout the week and especially on three major market days (Sunday, Tuesday and Thursday). A small
STUDENT LIFE

AIIAS is a temporary home to over 40 nationalities. Yet diverse behavior and beliefs characterizing the different social, ethnic and age groups blend harmoniously in one community, one church, having one faith. This is due to the fact that everyone makes personal adjustments necessary to maintain a harmonious environment conducive to study, development and growth.

CO-CURRICULAR ACTIVITIES

There are several co-curricular activities, both religious and social, which a student may enjoy and plan together with fellow students. Some are planned and organized by the student association. Others are under the jurisdiction of the church.

RELIGIOUS ACTIVITIES

Resident students are expected to attend scheduled worships and Sabbath services on a regular basis. These provide opportunities for Christian fellowship as well as spiritual growth.

Weekly services include Wednesday mid-week prayer meetings or small groups, Friday evening vespers service, Sabbath School which has a full range of divisions, Sabbath Hour of Worship, Adventist Youth meetings, and Sabbath sundown worship. A Week of Prayer is scheduled twice a year. The regular venue is the Gymnasium or Amphitheater.

1. REGULAR TIMES FOR SABBATH MORNING SERVICES:

<table>
<thead>
<tr>
<th>SERVICE</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOUR OF WORSHIP</td>
<td>8.15AM - 10.00AM</td>
</tr>
<tr>
<td>SABBATH SCHOOL</td>
<td>10.00AM - 11.30AM</td>
</tr>
<tr>
<td>SABBATH SUNDOWN WORSHIP</td>
<td>AS ANNOUNCED</td>
</tr>
<tr>
<td>MID-WEEK PRAYER MEETING</td>
<td>7.00PM – 8.15PM</td>
</tr>
<tr>
<td>VESPERS MEETING</td>
<td>7.00PM – 8.15PM</td>
</tr>
</tbody>
</table>

Religious activities include:

a) Women’s Ministries
b) Music (Singing groups/Church Choir)
c) Outreach Programs
d) Pathfinder Club: Teen, Junior, Master Guide
e) Adventurer Club
f) Family Life
g) Others

MESSAGE FROM THE VICE PRESIDENT
FOR STUDENT SERVICES AND PUBLIC RELATIONS

Dear Students:

It is an honor for me to welcome you to Adventist International Institute of Advanced Studies (AIIAS). We are glad that you have chosen to study in a unique international and quality Seventh-day Adventist Christian Institution of higher learning.

This Student Handbook is a “ready reference” to AIIAS. It provides you an overview of AIIAS social, physical and spiritual life. Some basic pieces of information are included to help answer questions about the Institute’s policies. In addition, each section of this handbook gives guidelines and information that are needed during your stay at AIIAS.

If you have any questions or concerns, please contact the Office of the Student Services and Public Relations at (046) 414-4308 and (046) 414-4351 and we will be glad to help you.

We wish you every success in your academic endeavors and personal development at AIIAS.

Sincerely yours,

Paoring L. Ragui, D.P.S.
Vice-President
Student Services and Public Relations
GENERAL INFORMATION

Institute Profile. What is AIIAS? When and how was it established? This section will provide you a brief profile of AIIAS, how it began and what it stands for:

Adventist International Institute of Advanced Studies
A Christian Institution of Graduate Education

As early as 1957, graduate programs mostly in religion were offered in the campus of Philippine Union College (now Adventist University of the Philippines). In 1978, these programs were organized into a Theological Seminary known as the Seventh Day Adventist Theological Seminary (Far East). Graduate programs steadily expanded to include areas of teaching, management, health education, and evangelism.

On May 5, 1987, AIIAS came into being by Philippine Presidential Decree 2021 and was then composed of two schools, the Theological Seminary (ThS) and the School of Graduate Studies (SGS).

In 1991, AIIAS relocated to its present location in Silang, Cavite. On October 6, 1996, AIIAS became the fourth graduate level institution of the General Conference of Seventh-day Adventists and the first outside of North America.

The mission of the church in SDA education has long been represented by two symbols: the triangle and the circle. In the AIIAS logo these symbols have been recast, in Asian calligraphic style, as the Alpha and Omega, symbolizing Christ the author and finisher of our faith. These symbols, together with two fronds of the palm tree, form the basis for the AIIAS logo.

- The circle represents the world that is the “gospel of the kingdom.”
- The triangle represents the harmonious development of the physical, mental and spiritual aspects of man.
- The palm tree branches, so much in evidence on the AIIAS campus, express the joy and victory of one’s life in Christ. The palm frond, waved on festive occasions has long marked religious celebrations of the Judeo-Christian tradition.

INTERNET USAGE

Students are provided flexibility in the number of hours they use the Internet, with up to 25 hours per month or 125 hours per semester when using dial-up (modem) access, and an unlimited internet connection through the wireless or LAN access.

OFFICIAL NOTICE AND ANNOUNCEMENTS

Office announcements, notices of committees and administrative bodies, dates and deadlines of coming events and information relevant to students are posted on official notice boards and the Intranet. All students are expected to take notice of the information within a reasonable period of posting. Besides official notice boards and Intranet messages, information and announcements are made through the AIIAS Highlights, the official weekly bulletin of the institution. Further information and announcements relevant to church and worship services are listed in the weekly church bulletin. Students wishing to make announcements through the official channels should seek permission from the appropriate outlet.

CURRENT STUDENT/FACULTY DIRECTORIES

AIIAS residents may get a copy of the student and faculty/staff directories from the Receptionist, who is in-charge of distribution.
An intercom directory may be obtained from the Receptionist counter at the Administration Building. Public telephones that use phone cards are available in front of the library lobby for long distance calls. Phone cards may be purchased from the AIIAS store. See or contact the receptionist if you need assistance with your telephone calls. For detailed information regarding phone bills, see the Accounting Office.

**ELECTRONIC COMMUNICATION**

AIIAS recognizes the importance of technology in achieving quality education. To support the research and communication needs of faculty, staff and students

- AIIAS is connected to the Internet via a high speed E1 leased line connection, with a total bandwidth of 2MBPS.
- All students, faculty and staff are provided with private email accounts.
- AIIAS maintains its own mail server and hosts its own web site.
- A modern computer lab is maintained, complete with up-to-date application software to support students with course requirements and research.
- The campus is equipped with a high-speed network. The Library, Administration Building, ThS and SGS are provided with high-speed wireless network access points.
- Student apartments are provided with Local Area Network (LAN) with a speed of 100MBPS.
- Specialized help is provided to all through the help desk at the Administration Building. There are three ways to get help:
  1. Go through the webpage: http://itinfo.aiias.edu
  2. Call the receptionist during office hours from 8:00am-12:00nn and 2:00pm-5:00pm
  3. Go to help@aiias.edu
- AIIAS employs an experienced Network Administrator and computer support staff.

It is possible for student residents to send and receive e-mail from their own computers in the apartments. Students can also send and receive e-mail from the computer laboratory or Instructional Media Resource Center (IMRC).

**CONTACT INFORMATION**

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>PHONE NUMBER</th>
<th>EMAIL ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>[63] (46)414-4301/302</td>
<td><a href="mailto:president@aiias.edu">president@aiias.edu</a></td>
</tr>
<tr>
<td>Admissions</td>
<td>[63] (46)414-4321</td>
<td><a href="mailto:admissions@aiias.edu">admissions@aiias.edu</a></td>
</tr>
<tr>
<td>Dean, SGS</td>
<td>[63] (46)414-4360</td>
<td><a href="mailto:sgsdean@aiias.edu">sgsdean@aiias.edu</a></td>
</tr>
<tr>
<td>Dean, ThS</td>
<td>[63] (46)414-4330</td>
<td><a href="mailto:semdean@aiias.edu">semdean@aiias.edu</a></td>
</tr>
<tr>
<td>Online Learning</td>
<td>[63] (46)414-4363</td>
<td><a href="mailto:online@aiias.edu">online@aiias.edu</a></td>
</tr>
<tr>
<td>Records/Transcripts</td>
<td>[63] (46)414-4304/305</td>
<td><a href="mailto:registrar@aiias.edu">registrar@aiias.edu</a></td>
</tr>
<tr>
<td>Finances</td>
<td>[63] (46)414-4303</td>
<td><a href="mailto:finance@aiias.edu">finance@aiias.edu</a></td>
</tr>
<tr>
<td>Student Services/Immigration/Housing</td>
<td>[63] (46)414-4308/351</td>
<td><a href="mailto:sao@aiias.edu">sao@aiias.edu</a></td>
</tr>
<tr>
<td>Advancement</td>
<td>[63] (46)414-4335</td>
<td><a href="mailto:development@aiias.edu">development@aiias.edu</a></td>
</tr>
<tr>
<td>Junior Academy</td>
<td>[63] (46)414-4390</td>
<td><a href="mailto:elemoffice@aiias.edu">elemoffice@aiias.edu</a></td>
</tr>
</tbody>
</table>

Postal Address: P.O. Box 038, Silang 4118, Cavite, Philippines

Physical Address: Km. 45. Aguinaldo Highway, Lalaan 1, Silang Cavite, Philippines

Telephone Number: [63] (46) 414-4300 Operator

Facsimile Numbers: [63] (46) 414-4310/4302

Website: www.aiias.edu
**CAMPUS FACILITIES**

**Administration Building (Chan Shun Hall 1)**
This structure extends a welcoming hand to all. In this building are the following:

- Office of the President
- Office of the VP for Finance
- Office of the VP for Student Services and Public Relations
- Admissions Office
- Accounting Office
- Conference Room
- Registrar’s Office
- Advancement Office
- Cashier’s Office
- Boardroom

Located on the ground floor of the building are the:

- Amphitheater
- English Center/Classrooms
- Offices of the English Center Teachers
- Kitchen and Dining Hall
- English Language Laboratory
- Division of Online Learning

**The Leslie Hardinge Library (Chan Shun Hall 2)**
This building is the heart of AIIAS. It has a good collection of books, journals, magazines and other educational materials. It houses several facilities.

**First Floor:**
- Instructional and Media Resources Center (IMRC)
- Computer Work Station
- Online Public Access Catalogue
- Carrels & Reading Area
- Periodicals
- Offices & Technical Services
- Computer Laboratory

**Second Floor:**
- Circulation Section
- Carrels
- Cubicles
- Main Reading Room & Reference Section

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**OTHER SERVICES**

**COMMUNICATION ON CAMPUS**

**MAIL**

**A. INCOMING**
Each apartment is assigned a mailbox. New apartment occupants must arrange for their mailbox and key from the receptionist. Mailbox keys must be returned to the receptionist during the filing of school clearance form.

**B. OUTGOING**
Outgoing mail can be dropped at the receptionist counter at the administration building. Stamps are available at the AIIAS store. For parcels and speed mails, please contact the Receptionist for help.

**FACSIMILE TRANSMISSION**
Facsimile transmissions can be sent through the Information area. Contact the Receptionist if you need to send any fax messages. The AIIAS Fax number is (63) [46] 414-4310.

**TELEPHONES**
There is an intercom system on campus that enables students to call faculty/staff houses, offices, as well as other student apartments from their own apartments.
VISITORS
1. Family and friends are welcome to visit students. However, relatives and friends are not permitted to stay, sleep, or live with the family of the student, unless specifically approved in advance by the Housing Committee or VP for Student Services. Violation of this policy will result in a fine equivalent to the rent.

2. Apartment occupants must always be present when visitors are in the apartment. Non-occupants are not permitted to cook or use the apartment facilities.

3. Single students should especially consider the needs of their fellow housemates and refrain from inviting guests for visiting or studying without the willing consent of the other occupants. Cooperation in this matter is expected.

4. Frequent visits to single apartments by the opposite gender are strongly discouraged. Under no circumstances should a member of the opposite gender enter the room of a single occupant. Regular dining by a member of the opposite gender with a resident of a single apartment is not allowed unless permission is obtained from the Housing Committee.

WATER SUPPLY/ELECTRICITY
There is a 24-hour flow of water on campus. Periodically the water is tested to ensure it is safe to drink. Residents are expected to conserve water by proper use and also by reporting leakage promptly.

Conserve electricity. The charges by the electric company for electricity are comparatively high. It is suggested that gas be used for cooking. Anyone using an electric hotplate, iron, rice cooker or heating appliance will have a higher electric bill. Bulbs and fluorescent tubes are replaced at the occupant’s expense.

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Third Floor:
- Circulation Section
- Cubicles
- Heritage Center
- Group Study Area
- Carrels
- E. G. White Research Center
- Copy Center

Theological Seminary (Chan Shun Hall 3)
This building complex houses the following facilities:
- Seminary Dean’s Office
- Seminary Classrooms
- Professors and Secretaries’ Offices
- Office of the Institutional Editor

School of Graduate Studies (Chan Shun Hall 4)
This building complex stands side by side with the Seminary Building. It houses the following facilities:
- Office of the Graduate School Dean
- Graduate School Classrooms
- Professors and Secretaries’ Offices
- Seminar Room

Gymnasium (Chan Shun Hall 5)
On campus is a gymnasium which houses:
- Baptistry
- Church Pastor’s Office
- Medical Clinic
- Mother’s Room
- Sports Complex
- Telephone Control Room
- Student Association Office and Lounge
- Youth Room

Motor Pool (Physical Plant Services)
The AIIAS motor pool is found on the right side of the campus as you enter the main gate. It composes the following facilities:
- Mechanical Workshop
- Carpenter
- Warehouse
- Office of the Housing Supervisor
- Stockroom
- Utilities Office
Faculty and Staff Housing
All members of the AIIAS faculty and some staff are housed inside the campus. Homes are located on the eastern to southeastern side of the campus.

Student Housing
Apartments are provided for student housing on campus, based on a priority point system list. These apartments are solely for the use of bonafide AIIAS students. Inside the campus are twelve student apartment towers (A-L) on the North side and two student apartment towers (M-N) on the South side. Located just across the highway from the campus is the Annex with 9 apartment units.

Laundry:
No clothes should be left hanging by the apartment stairway and by the emergency fire exits and in the parking areas. Laundry hanging outside should be removed from the clothes line and from the porches before sunset every Friday afternoon. In this way we will demonstrate proper reverence for the Sabbath hours. We want to make the Sabbath hours special. Your cooperation will be appreciated.

Pets in Apartments:
Pets are not allowed in the apartments. Whoever is unable to comply will be fined or will be invited to move out from AIIAS housing, in order to keep the pet/s with him or her.

Fines are as follows:
- First offense: PhP 500.00 + removal of pet/s
- Second offense: PhP 1,000.00 + removal of pet/s
- Third offense: the student will be required to vacate the apartment

Quiet Time:
Designated quiet times are:
- a. 1:00 - 2:00 p.m., Siesta time
- b. 7:30 - 10:30 p.m., Study time
- c. 10:30 - 5:30 a.m., Bedtime

During quiet times specific noisy activities should be severely curtailed and the noise level held to a minimum or entirely omitted if possible. The following noises are disturbing:
- a. Children playing outside of the living space
- b. The sound of a TV, radio, vocalization, and musical instruments which are loud enough to be heard outside their own apartment
- c. Visitation with noisy discussions
- d. Testing of power equipment, engines of motor vehicles or motorbikes, and blowing of horns

People returning from Vespers, prayer meeting or late night outings should return quietly to their places to avoid disturbing those who are already sleeping or resting. Practice time for voice or musical instruments is from 6:30 am - 12:00noon and 3:00-6:00pm only. Occupants who violate quiet hours and thereby disturb their neighbors may be asked to leave the apartments.

Selling on Campus:
Sales persons, solicitors and vendors are not allowed to visit apartments without permission from the Administrative Committee. Resident students who wish to sell anything on campus or in the apartments must first secure permission from the Student Housing Committee.
2. All recyclable materials such as paper, glass, plastic, tin cans, aluminum, etc., should be placed in the barrels provided for them inside the recovery center building.

3. All other garbage may be placed in the barrels marked for residual garbage. Please note: Do not bring wet garbage to the recovery center in a plastic bag, empty the contents in the wet garbage container and then put the soiled plastic bag in any of the other barrels. If this is done, it creates a smelly mess that defeats the whole purpose of the recovery center. Do not mix the various types of garbage as that creates more work for those attending the recovery center. Keep the door of the recovery center closed to prevent entry of rats, flies, and other unsanitary inhabitants. The wet garbage is disposed of in a sanitary fashion on a daily basis six days per week. The dry recyclable items and residual garbage are removed as necessary from the building.

GARDEN
Small vegetable gardens for personal use are permitted in designated areas. A plot can be secured from the Student Housing Committee. Gardens should be well kept, neat, orderly free of weeds, and unsightly growth and foul smell. Upon leaving the campus, the garden area automatically reverts back to the Housing Committee.

HELPERS
Student residents who employ persons for domestic work and gardening must make arrangements with the VP for Finance. One stay-in helper may be allowed, with the Housing Committee’s approval. There will be an extra rent/charge to the student with a stay-in helper.

LAUNDRY FACILITIES
Certain laundry rooms are provided for certain apartments. The facilities such as water, clothes lines, etc., are free. However, it is strongly advised that all laundry users conserve water and use the facilities with great care. Clothes lines are provided at the side of each apartment building. All wet clothes must be dried on the lines.

STUDENT RIGHTS, PRIVILEGES AND RESPONSIBILITIES

The following in addition to other rights, subject to the limitations prescribed by law and rules/regulations of AIIAS students shall enjoy:

1. The right to receive thorough, competent instruction, and quality education in line with AIIAS goals. This is conducive to the full development of professionals with human dignity.

2. The right to continue studies in a chosen field of study up to graduation, except in cases of academic deficiency or violation of disciplinary regulations.

3. The right to have an advisor or mentor to guide in the course of studies, in making of decisions and selection of alternative fields of work which acknowledges personal interests and potentials.

4. The right to access his/her own records which are maintained by the institution in such a way that confidentiality is recognized and preserved.

5. The right to receive official certificates, diplomas, transcripts of records, grades, transfer credentials and other similar documents within a reasonable time from request, provided all obligations with the institution are fulfilled.
6. The right to automatic Student Association membership, with all associated rights and privileges as long as the student is currently enrolled.

7. The right to free expression of opinions and suggestions, and to an effective channel of communication with appropriate academic and administrative bodies of the institution.

8. The right to form, establish, join and participate in organizations and societies recognized by the institution in order to foster cultural, spiritual and physical growth and development. The right to form, establish, join and maintain organizations and clubs for purposes not contrary to the law of the land and mission of AIIAS.

9. The right to be free from involuntary contributions except those approved by his/her own organization or clubs.

10. The right to be informed of the rules and regulations affecting him/her.

11. The right to receive reasonable protection within AIIAS campus.

12. The right to participate in curricular and co-curricular activities.

13. The right to use and enjoy AIIAS facilities within the context of stated rules and regulations set forth by AIIAS Administration.


EXPECTED STUDENT BEHAVIOR

The typical AIIAS student is a mature person with a background of life experience and commitment to the mission, goals and purposes of the Seventh-day Adventist Church. Within this context, the Administration expects the student and his/her dependents

1. To observe the standards of a practicing Seventh-day Adventist Christian in such matters as modesty and appropriateness of dress, pleasant behavior, and observe with high regard the principles that govern thoughtful and meaningful keeping of the Sabbath.

2. To enjoy wholesome recreation that will develop the four aspects (mental, emotional, physical, and spiritual) of Christian life.

- Climb on parapet, roof, breeze bricks, or fire exits in the apartment buildings.

These areas are absolutely off limits.

- Vandalism
- Destroy the grass, flowers, shrubbery, trees, lawn decor, etc.
- Fighting. Parents must deal firmly with this problem.
- Off-limit areas on the campus for children are as follows:
  - Motor pool
  - Administration building
  - Library complex
  - Classroom areas
  - AIIAS Junior Academy
  - Faculty housing

WHERE CHILDREN MAY PLAY

- At the playgrounds
- At all open grass areas but not near the instructional, library buildings, and faculty housing.
- Roads and sidewalks for walking, cycling, scooters, roller-blades, but observe all safety precaution.

WHERE CHILDREN MAY NOT PLAY

- Around Faculty/Staff houses
- Around and in the academic buildings- Library, Administration, SGS, ThS
- Around and in the Motor Pool, Prayer Garden, Bell Tower and flag area, platform in the gym, Junior Academy Building - before and after school hours.
- Garden areas
- No roller blades, skates, scooters, skateboards or bicycles inside the gym

GARBAGE COLLECTION

Since there are many people living close together in the apartments, a system of garbage disposal has been devised to make life more pleasant and bearable for everyone. Each household is expected to dispose of its garbage properly. There is a “Recovery Center” located across the perimeter road in the Northeast corner of the AIIAS Property. All garbage is to be taken to this building. In the home, garbage should be separated as follows:

1. Wet (kitchen) garbage should be placed in the container provided for each apartment. DO NOT PLACE ANY PLASTIC, PAPER, OR OTHER ITEMS THAT ARE NOT BIODEGRADABLE IN THAT CONTAINER! This container should be taken to the recovery center regularly and the contents placed in the special containers on the far right side labeled as biodegradable kitchen waste. A sink with a faucet is provided inside the recovery center where you may wash out your container so it will return to your apartment clean.
6. Vehicles should be parked in the parking sheds designated for occupants. Motorbikes and other vehicles should be parked in the designated parking areas. All campus vehicles are required to secure an AIIAS vehicle sticker from the Business Office.

7. Park only in designated places. Do not double park, even for a short time. Never park, or even stop in pedestrian crossings and in areas where the road curves.

8. As much as possible, do not blow your horn while inside the campus. Your patience will be greatly appreciated by the people around you.

EMERGENCY AND SAFETY
In emergencies such as physical assault, burglaries, fistfights, or other similar incidents, residents should respond in the following ways:

1. Seek immediate help of nearest neighbors.

2. Immediately call the attention of the Security Guard at the main gate, telephone #440.

3. Call and notify the VP for Finance, tel. # 303 or 434 or cell phone # 09188016303 and the VP for Student Services, tel. # 308 or 410.

4. If necessary, call the Silang Police at 414-0204. In case of fire, follow the fire control procedure in putting out the fire. Seek help from your nearest neighbors if needed.

Each apartment block is provided with a fire emergency exit and fire extinguisher. The use of these without appropriate cause is prohibited and may be subjected to a fine. Fire exits should be accessible at all times. Nothing should be placed in the way of the fire exits. Anything found obstructing the fire exists shall be confiscated.

PARENTS’ RESPONSIBILITIES
Children are the personal responsibility of their parents. Therefore, parents are responsible for the behavior of their children. Parents are expected to sit with their children in religious and other social gatherings and provide discipline when necessary.

Children must not be allowed to do the following (any violations will be the responsibility of the parents):
- Play; make noise or disturbances during quiet time. (See section on Quiet Time)

3. To devote efforts to study and fulfill course requirements, including the meeting of deadlines for reports, projects and papers.

4. To refrain from committing any form of dishonesty such as cheating, lying, stealing, plagiarizing, including forgery, alteration or misuse of institutional documents, records, and identification cards.

5. To refrain from vandalizing and unauthorized taking, keeping, or defacing of institutional property.

6. Not to do any illegal or unlawful activities in any form inside the campus.

7. To work with others in a cooperative, friendly way without prejudice or unfairness; and to show honor and respect to every individual regardless of race, nationality, gender and to their private properties.

8. Refrain from immoral conduct, possession of pornographic materials and use of foul language, and wearing jewelry that is not a traditional symbol of marriage.

9. To uphold the biblical teaching of sexual morality.

10. Not to smoke, drink alcoholic beverages, and use recreational drugs inside the campus, whether in houses or public places.

11. To comply with the AIIAS computer and network usage policy.

12. To abide the AIIAS traffic rules and regulations.

13. To respect the security of the campus.

14. To comply with all the rules and regulations as stipulated by AIIAS.

The AIIAS Administration realizes that we are a diverse community of Seventh-Day Adventists even in the understanding and practice of health principles. For this reason, Vegetarian food should be served at public events that utilize AIIAS facilities. In harmony with health principles and as outlined by E.G. White, moderation in the use of sugar, fat, and other ingredients which are also known to contribute to health problems, is also recommended.
Most students do not encounter disciplinary action while attending AIIAS. It is the policy of AIIAS to treat each situation on an individual basis, in a Christian manner and with the least possible embarrassment and disruption of the student’s education. If a student comes under disciplinary action by violating any policy or regulation, the Vice-President for Student Services and/or by Students Guidance Committee will seek a solution to the problem which may affect the student in any one of several levels of discipline. The mode of discipline are as follows:

1. Written or verbal warning or caution from the VP for Student Services for minor offense
2. Reprimand with restriction of privileges
3. Possible fine with written or verbal warning
4. Suspension from classes
5. A request for withdrawal from school
6. Dismissal from AIIAS

Discipline does not necessarily proceed consecutively through each of these levels. If a student is called before the Student Guidance Committee, the student will receive the following:

1. Notification of the complaint, and the time and place of a hearing either in written or verbal.
2. Advisement of the right to appear and/or be represented by a voting member of the academic community (advocate), and/or a non-voting student advocate.
3. Advisement of the right to appeal. Any appeal must be filed within 48 hours of the committee's decision.

Parents or sponsor may be notified if the student is under 21 years of age or is sponsored. Following any action, the student will be notified by the committee chairperson or the VP for Student Services. Copies of the official statement of disciplinary action will be placed in a personal file, sent to the student’s guardian/parent, or sponsoring organization. A student may file a written response at any time to be placed in his/her personal file. A copy of the Fairness Procedures (right to appeal) is available (see AIIAS Bulletin).

Registrar’s Office: Helpers whether stay-in or paid on an hourly basis, construction and casual workers should also get their identification cards from the Security Department Head. Upon entrance to the main gate of the campus, IDs are inspected. A visitor to the campus is issued a Visitor ID by the guard at the gate for the purpose of accountability. All AIIAS residents are encouraged to be vigilant and must take care of their personal belongings, as well as institutional properties.

Caring for Apartments

AIIAS has designated personnel for repair and maintenance of apartments and surroundings. Should there be any trouble, students should report to the office of the Vice President for Finance.

Curfew Hours

Curfew hours are 10:30 p.m.-5:30 a.m. Everyone should be quiet and inside. Visitation is discouraged during curfew hours. All noise must be reduced to the confines of one’s own apartment, and there should be little to no movement on campus.

Driving on Campus

AIIAS is situated on private property. The right to use AIIAS roads is restricted. The following regulations apply:

1. The speed for the compound is 25 kph for all motor vehicles, motorbikes and bicycles. Exceeding the posted speed limit may result in fines as determined by the Safety and Security Environment Committee and can lead to suspension of campus driving.
2. A valid driver’s license, issued by a recognized issuing authority, is required for regular operation of a motor vehicle.
3. Only licensed drivers are allowed to drive in the campus, and only roadworthy and licensed vehicles may be used on campus roads.
4. Everyone entering the AIIAS campus is expected to adhere to the speed limit as posted, and to observe stop signs and parking restrictions. Those exploiting the posted speed limit and ignoring or violating other traffic regulations may be denied the use of AIIAS roads.
5. Sidewalks are primarily for the use of pedestrians. Bicycles, roller skates and boards may be used on sidewalks, but users must give way to people.
PARKING SPACE

Application for parking space must be done at the Student Services Office. The Housing Committee assigns available parking spaces only to students who are staying in the AIIAS Apartments. Park only in designated areas. No parking is allowed along the campus lawn and on areas marked “No Parking.”

Violators, who park illegally, will be subjected to a penalty. First offense will be a warning citation. The second offense will be a fine of PhP100.00, third offense will be a fine of PhP200.00, and the fourth will be a fine of PhP500.00.

STUDENT APARTMENT AND PARKING SPACE

PERIODIC VISIT

The Student Housing Coordinator together with the Maintenance Department is given the task of providing service and assistance to the occupants. Apartment dwellers must concede to a periodic visit for sanitation purposes and to keep the apartment in top condition.

AREA USE

When walking from one area to another within the campus, only designated roads, sidewalks and paths are to be used. Residents should avoid looking into or walking close behind the sleeping rooms of ground floor apartments.

CAMPUS SECURITY

Each of the residents of the campus is issued an identification card. Faculty and Staff IDs are issued by the President’s Office while students IDs are issued by the

STUDENT GRIEVANCES AND LINE OF APPEAL AND PROCEDURE

It is essential for the smooth functioning of any organization for people to know what line of appeal to follow when problems arise. The following line of appeal is suggested, based on the Biblical principle that a problem must be discussed first with the individual who has the primary responsibility, before proceeding to the next level of authority.

PROCEDURE FOR APPEAL IN ACADEMIC MATTERS

The matter must be discussed first with the person involved. If the matter is not resolved satisfactorily the order of appeal is as follows:

• The Department Chairperson
• The Academic Dean
• The Academic Standards and Admissions Committee

PROCEDURE FOR APPEAL IN NON-ACADEMIC MATTERS

The matter must be discussed first with the person concerned. If the matter is not resolved satisfactorily, the order of appeal is as follows:

• The supervisor of the sector or division.
• The chairperson of the committee with responsibility in that particular area.
• A written appeal to the Administrative Committee (AdCom) through the Student Services Committee

PROCEDURE FOR APPEAL IN MATTERS AFFECTING MORE THAN ONE STUDENT

The Student Association (SA) will bring the problem to the attention of the Student Services Committee. If not resolved, then the SA, through their sponsor, must present a written appeal to the Administrative Committee. If it is a matter of policy change, the Institution President shall present it to the Board, upon the recommendation of Administrative Committee.

Academic Information - Please refer to the AIIAS academic bulletin
STUDENT FINANCIAL INFORMATION

TUITION, REQUIRED FEES AND OTHER CHARGES

A student is obligated to pay the tuition fees, other related fees and housing rental. The fees will be included as charges in the student account. The tuition is based on the number of credit hours, including audit courses registered at the beginning of the quarter. Charges are in Philippine Peso unless as indicated in US dollar. The Exchange rate to US dollar in June 2008 is PhP 44.00.

*For details on financial information, please see AIIAS Published Bulletin

STATEMENT OF ACCOUNT

Students will receive monthly statement of accounts which reflect the charges for tuition, housing, and other charges. Payment against the charges and scholarship aid is listed in the account as well.

SPONSORED STUDENTS

If the school fees are paid for, either partially or in full, the account is credited based on the authorization of the sending organization. The authorization may include the monthly stipend.

AIIAS has been receiving funds from donors for scholarship for students who may be qualified. Students may apply as long as the fund is available. If approved, the student account will be credited. Normally, the students are required to contribute in term of labor hours to AIIAS in lieu of the total scholarship granted. Rate per hour is set up by the scholarship committee. The present rate is PhP200.00 per hour.

STUDENT FINANCIAL ASSISTANCE

The Scholarship Committee has been established to extend financial aid to needy and worthy students. Scholarship grants make it possible for these students both from the School of Graduate Studies and the Theological Seminary to complete their degree program and serve the world church field.

Application may be made to the Theological Seminary for the following funds: Chan Shun International Foundation Scholarship and Longway Scholarship.

2. THESES/PROJECTS

a. Once the students have passed their comprehensive examinations, they must register the next semester for the thesis/project credits.

b. The thesis/project fees are charged over two semesters; and students can apply for an additional semester by paying the thesis/project continuation fee.

c. Students may remain in AIIAS student housing for three semesters or one year, after which normally, they may be asked to vacate AIIAS housing.

d. Students may continue their AIIAS enrollment with the approval of their advisors after one year and not living in AIIAS housing, and by paying the appropriate fees until the thesis/project are completed.

ENGLISH STUDENTS

A non-sponsored student who is still in the English program may not be eligible for AIIAS housing until he/she gains entrance to the regular graduate program. Students who are taking only the English program are not eligible for AIIAS housing.

SIGNING OUT OF APARTMENT

Present the clearance form, duly signed, to the Student Housing Coordinator at least 3 working days before departure. Signify the intent to withdraw the deposit. Leave the apartment in a clean and orderly condition. Scrub the floors, tiles, cupboards, shelves, etc. The Coordinator will check the list of furnishings (equipment and furniture) and make sure all are present and in acceptable condition. He/she will also check on any damage caused by the occupant, in addition to the cleanliness of the apartment. Upon satisfactory check by the Coordinator, an authorization slip will be issued enabling the student to secure the appropriate deposit refunds from the Cashier's Office one week after student vacates the apartment. Appropriate charges will be made against the student's deposits for any breakage, damage, uncleanness or missing keys. UPON COMPLETION OF A PROGRAM, THE STUDENT IS EXPECTED TO VACATE THE APARTMENT WITHIN ONE WEEK.

TRANSFER FROM ONE APARTMENT TO ANOTHER

Families or singles already living in the campus apartments may wish, by their own choice, to transfer to another available unit. The application to transfer must be filed at the Student Services Office. If the Housing Committee allows the move, a transfer fee will be charged (Please see the Academic Bulletin for the financial charges).
MODIFICATION

No apartment building may be modified by the occupants. Change of structure may only be done by the AIIAS Administration. Modification is defined as any structural changes or the removal and/or addition of structures such as bookshelves, cabinets, doors, tiles, etc. External antennas for radios or other electronic equipment should not be installed without prior approval from the VP for Finance, and may be installed only by the AIIAS Maintenance Department.

Occupants are prohibited from connecting, disconnecting or fixing water and electrical installations, and from cooking in non-designated areas without permission from the VP for Finance.

AIR-CONDITIONING SYSTEM

The purchase of an air conditioner is a personal expense. Installation expenses shall be borne by the owner and must be supervised by the AIIAS Maintenance Department. No building structure shall be modified to accommodate the air-conditioning unit.

Thesis/Dissertation Writing

AIIAS housing is available to full time enrolled students with the following provisions for those who are writing a thesis/dissertation:

1. Dissertations
   a. Once students have passed their comprehensive examinations, they must register the next semester for dissertation credits.
   b. The total number of dissertation credits is charged over a period of three consecutive semesters, the equivalency of one year.
   c. At the conclusion of the three semesters, the student may apply for an additional two semesters, paying the dissertation continuation fee.
   d. Based on the above, the AIIAS student housing is provided normally for a maximum of five consecutive semesters for those who are working on dissertations. After five semesters, students may be requested to vacate AIIAS student housing and may be permitted to continue their enrollment upon the advice of their program committee until the dissertation is completed, subject to the appropriate fees being paid.

Application may be made to the Students Services Office for the Moses Yu Scholarship, Byun Youn Sik Scholarship, Minchin Scholarship, Melgosa Family Scholarship, Alumni Association Scholarship and Tsao Scholarship. For the Gunawan Scholarship Fund, application may be made to the School of Graduate Studies.

Qualifications for students to receive a scholarship grant vary. But the general qualifications are as follows:

1. The applicant must be a regular student of AIIAS. Regular is defined as a student who has been admitted to a degree program status.
2. The applicant must have studied at least one semester and completed at least 12 earned credits at AIIAS.
3. GPA requirements vary for each scholarship. For the requirements please see the respective departments handling the scholarship.

The Scholarship Committee does not give financial assistance to the following:

1. Students with questionable character or conduct.
2. Students receiving sponsorship from denominational or other sources.
3. Students who are employed and receiving salary.

A student may receive financial assistance only from one AIIAS Scholarship fund at a time. Normally, the Scholarship committee grants financial aid for tuition only. In some cases, the Scholarship committee extends financial aid to general fees which includes library fees, computer fees, etc. Recipients of the scholarship must render work equivalent to 1 hour for every 200 pesos of scholarship received. The scholarship work requirement is to be completed within the semester for which it was applied for and granted and before the registration for the next semester. The scholarship grant will be credited to the student’s account in proportion to the amount of work completed within the semester. A student may apply every semester as long as he/she meets the qualifications. There is no limit to the number of times a student may apply. Recipients of scholarship must demonstrate progress toward the degree program within an acceptable time frame.
STUDENT SERVICES

OUR MISSION
The Student Services Office fully supports the general mission statement of AIIAS. The department is designed to enhance students’ studies, secure a happy, peaceful, and comfortable stay at AIIAS, and create a conducive Christian lifestyle as a small community.

OUR GOAL
To promote an atmosphere which will enhance the satisfaction of students and their families during their stay at AIIAS, thus helping them to achieve physical, spiritual, social development and academic success.

LIBRARY
The Leslie Hardinge Library, located on the AIIAS campus, has been established to provide support to the graduate programs at AIIAS. The library is a member of the Philippine Theological Library Association (PTLA). This gives AIIAS faculty and students access to other PTLA libraries in Manila and Cavite. The Library is also affiliated to Adventist and Libraries Information Cooperative (ALICE) and Services to Adventist International Libraries (SAIL) allowing AIIAS to receive reduces costs on databases, books and journals.

THE COLLECTION
The library is intended to support the graduate programs offered at AIIAS. Its collections are therefore targeted to the disciplines of business, education, health and religion. It also seeks to provide a representative collection of Filipiniana as well as SDA publications and general devotional materials. The books and periodical collection contain over 50,000 volumes and more than 200 periodical titles. The library is also subscribing to several powerful databases allowing users to access over 8,000 titles of journals electronically. The library employs the Library of Congress Classification Scheme for its book collection and the Dewey Decimal Classification for its Instructional and Media Resource Center (IMRC) collection.

The IMRC houses the library’s non-print collections like videos, cassette tapes, CDs, DVDs, filmstrips, slides, transparencies and microfiche. IMRC collection also includes the curricular and instructional materials in education, health education, business, ministry and religious education. The center also provides televisions, VCRs, projectors and cassette recorders for playback as well as computers for database access and Internet research.

For 3-bedroom apartments, priority will be given to families with 3 or more children, or two school-aged children of the opposite sex.

CATEGORIES OF HOUSING
Family Unit There are two types – the 2-bedroom and the 3-bedroom apartments. These units are assigned to students and their immediate family members (spouse and legal children) and bonafide stay-in helper only.

Students are not allowed to accommodate non-family members. However, parents of students are allowed to visit and stay free of charge for a period of up to one month maximum. A letter must be submitted to the VP for Student Services Office stating the names and period of stay of the parents. Beyond that, an additional fee per occupant will be charged. Visitors may be allowed to stay in the apartment for a period of no more than one month, with permission from the VP for Student Services and with corresponding additional occupant fee. Staying longer than one month will require approval from the Housing Committee. Failure to obtain permission to accommodate visitor/s, the same will be charged equivalent to the monthly apartment rental plus per person additional occupant fee.

Single Unit The space or room assigned to the student is for one person only. Other members of the family or friends are not permitted to stay, sleep or live with the student. Remember that you are sharing the facilities of the apartment with other students who are also renting it. Visitors of the opposite gender shall be entertained in the living room only.

APARTMENT DEPOSITS
Rental/Maintenance deposit for a family or for singles is required at the beginning of occupancy. For details, please refer to the Admissions’ Office. This is refundable if one faithfully pays the rent through the last month of stay in the apartments. The key deposit is PhP310.00 per key, which will also be refunded upon the return of the key at the completion of stay in the apartment.

FURNISHINGS
All apartments are furnished with the basic furniture needs of the students. It is expected that occupants will take good care of them. Cooking utensils, general kitchenware, curtains, linens, lamps and carpets (as desired), should be provided by the students. No furniture or any appliance shall be moved or transferred to another apartment. Should there be any missing furniture or breakage, it will be replaced or repaired at the expense of the occupant.

KEYS
Apartment key deposits is P310.00. It may be refunded upon the return of the apartment at the end of the stay. Under no circumstances should occupants duplicate keys to the apartments. Duplication is done by the housing management only.
STUDENT HOUSING AND POLICIES

The AIIAS Administration will do its best to provide apartments for the regular students and furnish them with basic needs for their comfort. Cooperation from all is requested in order to live harmoniously and in unity. We aim to create an atmosphere which is conducive for study and spiritual growth. The granting of an AIIAS student apartment is a privilege. Every occupant must comply with the existing AIIAS rules and regulations. For the convenience of students and their families, AIIAS maintains 121 units of two-three bedroom apartments, furnished with basic furniture. Application for enrollment and housing must be completed preferably four or more months before the intended arrival date at AIIAS. Apartment units are assigned by the Housing Committee depending on the availability and completion of all housing requirements by the applicant. Once assigned a house, the student should sign the housing contract.

ELIGIBILITY FOR STUDENT HOUSING

To be considered for student housing, one must satisfy the following conditions:

a. Apply for an apartment through the Admissions’ Office, where application forms may be secured.

b. Pay the housing deposit required at the time of application

c. Be officially accepted as a full time student at AIIAS.

d. Enrolled full time: 12 credit units every regular semester and at least 6 credit units every inter-semester.

APARTMENT RENT

The apartment rent is annually announced and posted on the bulletin boards. Every occupant must pay the rent up to date with regular monthly payments.

ASSIGNMENT PRIORITIES

Housing Assignments are made based on a highest point priority system. Special points are granted to the applicants with the following priority criteria:

a. Denominationally sponsored students

b. Partially Denominationally sponsored student

c. Non-sponsored students

d. Accompanying child

e. Increment per month from the date of acceptance

The library collection can be located with the use of online catalog. It is accessible through the Internet at http://library.aiias.edu/. Other resources such as live links to electronic databases and academic web sites can be searched at http://www.aiias.edu/academics/library/.

LIBRARY SCHEDULE

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PROVISIONS FOR STUDENTS’ CHILDREN

EDUCATION FOR STUDENTS’ CHILDREN

a. Private kindergarten/day care centers are operated off campus for children ranging from ages 3-6.

b. A Junior Academy is operated on campus for children ranging from grades 1-10 (with Grades 7 and 8 and 9 and 10 being multigrade classrooms). The Junior Academy school building is located at the back of the School of Graduate Studies Building.

c. Students who plan to attend college in the Philippines are encouraged to attend Philippine high schools, such as Adventist University of the Philippines Academy or Lipa Adventist Academy, after grade six.
RECREATIONAL PROVISIONS FOR CHILDREN

a. There are three playgrounds on campus for use of student and faculty children. Parents are cautioned not to leave children unattended at any of the playgrounds.

b. Children are allowed to use other sport facilities in the company and supervision of parents.

c. Parents are responsible for the lives of their children, and for the proper use of school facilities.

RELIGIOUS PROVISION FOR CHILDREN

a. Various Sabbath School classes are organized for children ranging from cradle roll to youth.

b. An Adventist Youth program also provides progressive classes and is available for all children and young adults on campus.

c. Regular church programs are always planned with children in mind.

d. The Pathfinder Club is an active part of the AIIAS Church. It is subdivided into three clubs: Teen Pathfinders, Junior Pathfinders and the Master Guides.

e. The Adventurer Club is also a very active club of the AIIAS church. This club works with children under the Pathfinder age.

- If you choose to withdraw from class, please inform your teacher first before going to the Director of the English Center to have your form signed. This shows courtesy to your teacher.

- Each student is responsible for making sure that their Special Student Permit and Visa are kept up-to-date.

- The student lounge on the second floor of the Gym is available for you to eat your lunch, and to relax in with your friends.
EXPECTATIONS OF ENGLISH CENTER STUDENTS

- Students will treat each other and their teacher with respect.
- Students will be prompt and regular in their class attendance.
- Students may not miss more than 5 days of classes in the term; otherwise they will receive a failing grade.
- English Labs are just as important as English classes. If Labs are not completed, a failing grade is given.
- Hand in the signed green slip to your teacher as soon as your registration is complete. Your ID card will be issued to you as soon as possible after registration.
- Textbooks can be purchased from Mrs. Perry's office, in the English Center.
- Speak only English in the English Center.
- Take every opportunity to practise your English speaking, listening and reading skills, both in and out of class.
- Read books in the special English reading section of the Library.
- Watch videos in the Instructional Media Resource Center (IMRC) on the ground floor of the Library to help develop your listening, pronunciation and comprehension skills.
- Smoking is prohibited anywhere in the grounds or buildings of educational institutions under Philippine law. AIIAS has always had a no-smoking policy in the interests of your health. No alcohol or drugs should be consumed on the AIIAS campus.
- We ask you to avoid wearing obvious forms of jewellery to comply with AIIAS dress codes.
- Chapel attendance on Monday mornings is required of all staff and students at AIIAS.

HEALTH SERVICES

The AIIAS Health Clinic is operated on campus. It is located at the northwest side of the auditorium, facing the tennis court. Clinic hours are from 8:30-12:00 n.m. and 1:30-6:00 p.m., Monday to Thursday and on Friday 10:00-12:00 n.m. only. Services include medical consultation and examination, initial care in emergencies, minor surgical procedures, health supervision, and preventive care. The facility is staffed by a campus physician. Students or their dependents needing hospital care can obtain these services from the small hospital, 2 km from campus in Silang. There are three primary health care hospitals in Silang.

De La Salle University Hospital is a tertiary hospital with complete facilities and specialized services. It is about a 20-minute drive from the AIIAS campus. Manila Adventist Medical Center (formerly known as the Manila Sanitarium and Hospital) is an SDA acute-care hospital, which is located over an hour by car from the AIIAS campus. Dental services are also available in the Silang area. Asian Hospital is located in Alabang, about 45 minute-drive.

STUDENT ORGANIZATIONS/STUDENT PUBLICATIONS

"Student organization" refers to any association, club or any other form of organizational group whose members are students of AIIAS. Students organize such groups for educational, cultural, recreational and spiritual purposes. All student organizations are answerable to the VP for Student Services. There are several categories of student organizations listed as follows:

**AIIAS Student Association (SA)** is the primary student organization on campus and is composed of students from the schools of SGS and ThS. All registered students are automatically members of the SA. Obligations to the SA take precedence over all other student associations. The SA shall be the official channel for student representation on all levels and at all times.

**Unit Organization** is one whose members belong exclusively to one unit of the institution. Example: School of Graduate Studies Forum.

**Class Organization** is composed of students from different classes in the institution. Example: Doctoral Students Club.

**Non-Class Organization** is made up of students who may want to join such an organization without compulsion in order to facilitate recreational, cultural and educational activities. Examples: Ladies Club, African Student Association (ASA), Singles Club, etc.
GROUP FORMATIONS

a) Only bonafide students of AIIAS may organize or form an association on campus. Any direct or indirect involvement of an individual not connected with AIIAS in organizing or running any student organization is discouraged.

b) Any new student organization must have its constitution and activities approved by the Student Services Committee of AIIAS.

STUDENT PUBLICATIONS

The SA editorial board through the SA Executive Committee is responsible for one publication, which is the Student Yearbook. The Student Services Committee must approve any new student publication. Students are at liberty to contribute articles to AIIAS publications such as the Highlights, Flags, International Forum and the Journal of Asia Adventist Seminary Studies (JAAS)

All SGS students are automatically subscribed to the International Forum and all seminary students are automatically subscribed to JAAS.

STUDENT VISA AND DOCUMENTATION

All AIIAS foreign students are expected to be in the 47A2 scholar Visa issued to them by the Department of Justice (DOJ) and implemented by the Philippine Immigration office (BI). Those taking only English classes may still be in visitors 9A Visa status by they will be required to obtain Special Study Permit (SSP) to be able to study in the English Center.

VISA REQUIREMENT

Before coming to the Philippines, students should call the Philippine embassy in their country to see if they are required to have a visitor's visa to enter the country. If so, the invitation letter from the Admissions' office may be used to apply for a visitor's visa at the embassy under section 9(a) of the Philippine Immigration Act. This visa will be good for 59-day stay in the Philippines. If you do not need a visa when they leave their country, they will be issued a 21-day visitor's visa upon arrival at the Manila Airport Immigration Desk. Submit your passport and other needed documents to the AIIAS Student Services Office as soon as possible. The Student Services Office will then process your regular scholar's visa under Section 47(a) 2. All foreign students will be expected to enter the Philippines with a round trip ticket.

The following documents are essential for you and each member of your family who accompanies you:

- Passport
- Birth Certificate of each accompanying child
- Marriage Certificate
- Personal Data Information Form (from Admissions' Office)
- 1 pc. 2” X 2” colored picture of the principal applicant

All issues relating to the issuance of a visa change of status from a temporary visitor to the special non-immigrant visa and the extension of a visa should be referred to the VP for Student Services and Public Relations. The primary responsibility of ensuring proper legal alien status ultimately rests with the individual student.

The principal 47(a)2 visa holder is required to register for at least 12 credit units every regular semester and for at least 6 units every inter semester. Whenever the principal visa holder stops studying, the school is required by law to submit the name of the student and his/her dependents to the Department of Justice within fifteen days for cancellation of the scholar visa.

EXIT CLEARANCE AND RE-ENTRY PERMIT REQUIREMENTS

All 47A2 Visa holders are required to secure exit clearance (Eee) and re-entry permit (SRE) if you are returning before leaving the Philippines. Therefore before leaving the Philippines, documents must be prepared. The Student Services office requests all 47(a) 2 visa holders to plan their trips ahead and submit to our office 2 to 3 weeks before your departure date. Do not hesitate to request assistance and advice from the Student Services Office. Application for exit and re-entry permit should be filed at least one month prior to the planned departure. A valid visa is necessary for every trip outside the country. Plan your trips well in advance to avoid any delay.

Passport extension is processed individually. Every foreign national should know the location of their respective Embassy or Consular Office and should be aware of the Embassy's passport extension procedure.

SPECIAL STUDY PERMIT (SSP)

All 9a/Visitor visa holders are not allowed to practice their profession, do business or study in the Philippines. So all English students, who have not been accepted in any AIIAS degree program are required to secure SSP, which allows the 9a Visitor visa holder to take a non-degree program while in the country. All students must keep their visa status updated at all times.