

Student Handbook

2023



Adventist International Institute of Advanced Studies

AIAS

November 30, 2023

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AllIAS Mission and Vision Statement

Statement of AllIAS Mission

To develop leaders through distinctively Seventh-day Adventist graduate education, excelling in spirituality, scholarship, and service.

Statement of Vision

A Christ-centered community of leaders with a heart for mission.

Student Services Mission and Goal Statement

Our Mission

The mission of the SSO is to fully support the general mission statement of AllIAS by providing services that are designed to enhance students' studies, and secure a happy, peaceful, and comfortable stay at AllIAS, in a conducive Christian campus.

Our Goal

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

Message From the Vice President for Student Services

Dear Students:

It is my privilege to welcome you to Adventist International Institute of Advanced Studies (AIAS). I believe that you are here for a very special reason, that is to be educated and prepared for service in a unique international and quality Seventh-day Adventist Christian Institution of higher learning.

We offer you this Student Handbook as a “ready reference” to AIAS. What students may expect of each other, the social, physical, and spiritual life inside the campus are articulated in this handbook. The Student Handbook is designed to become a source of important information about duties, rights, obligations, and benefits of a student. It also outlines the policies and regulations that apply to all enrolled students. In addition, each section of this handbook gives guidelines and information that are needed during your stay at AIAS.

Since the programs, policies, and statements contained within this handbook are subject to continuous review and evaluation, the Student Services Office reserves the right to make changes at any time without notice. If you have any questions or concerns, please contact the Student Services Office at (046) 414-4331 and (046) 414-4330 and we will be glad to help you.

Information about academic policies is found in the current Academic Bulletin. It is important for you, as a student, to familiarize yourself with all the provisions of this handbook and all requirements established by AIAS.

We wish you every success in your academic endeavors, personal development, and spiritual growth at AIAS.

Sincerely yours,

Robert Benjamin
Vice-President for Student Services

General Information

History

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 (Seminary) and the Graduate School (GS).

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 Adventist 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.

Fast Facts

PRESIDENT: Ginger Ketting-Weller, PhD

FOUNDED: March 21, 1972, as “Seventh-day Adventist Theological Seminary (Far East).” Name changed to AIIAS on January 31, 1986, when it became a full-fledged graduate school, under Presidential Decree 2021.

ENROLLMENT: approximately 336 on campus/cohort on campus, 75 by extension, and 51 Online for a total of 462 at start of AY 2023-2024

COUNTRIES REPRESENTED BY ALUMNI: ~118; **Current STUDENTS:** ~60

CAMPUS AREA: 20 hectares

LIBRARY: The library has holdings of more than 74,000 volumes of reference and circulating books, maintains subscriptions to hundreds of print journals, subscribes to a number of powerful databases providing online access to over 14,000 full text journals and an increasing number of e-books.

FACULTY: 39 regular faculty and 76 adjunct faculty for a total of 115 faculty representing 22 countries. Approximately 94 percent of faculty hold doctoral degrees.

Important Contact Information

The AIIAS telephone directory is emailed by the Finance Office and Student Services Office. AIIAS residents may get a copy of the student and faculty/staff directories from the Receptionist, who oversees distribution. Below is a list of selected important contact information.

Department	Phone Number	Email Address
President	+63 (46) 414-4305	president@aiaas.edu
VP Academic Administration	+63 (46) 414-4310	vpacademic@aiaas.edu
VP Finance	+63 (46) 414-4320	vpfinance@aiaas.edu
VP Student Services	+63 (46) 414-4331	vpstudentservices@aiaas.edu
Dean, Graduate School	+63 (46) 414-4371	graduateschooldean@aiaas.edu
Dean, Theology Seminary	+63 (46) 414-4341	semdean@aiaas.edu
Admissions	+63 (46) 414-4318/319	admissions@aiaas.edu
AIIAS Online Learning	+63 (46) 414-4365	online@aiaas.edu
Admissions and Records	+63 (46) 414-4315/316	registrar@aiaas.edu
Finances	+63 (46) 414-4303	finance@aiaas.edu
Student Services	+63 (46) 414-4330/331	studentservices@aiaas.edu
Immigration	+63 (46) 414-4332	eejercitado@aiaas.edu, floresa@aiaas.edu
Housing	+63 917 8096822	studenthousecor@aiaas.edu
Academy	+63 (46) 414-4420	academy@aiaas.edu
Health Clinic	+63 (46) 414-4450	clinic@aiaas.edu
Counselor	+63 (64) 414-4495	mihyang@aiaas.edu
Chaplain	+63 (64) 414-4432	chaplain@aiaas.edu
Security	+63 (46) 414-4499	
Student Association	+63 (46) 414-4334	studentassociation@aiaas.edu
Postal Address	AIIAS, Lalaan 1, Silang 4118, Cavite, Philippines	
Physical Address	Km. 45 Aguinaldo Highway, Lalaan 1, Silang, Cavite, Philippines	
Telephone Number	+63 (46) 414-4300 (Operator)	
Website	www.aiaas.edu	
Facebook	www.facebook.com/aiaas	

Map of the AIIAS Campus



AIIAS CAMPUS MAP

Campus Buildings and Facilities

Administration Building (Chan Shun Hall 1)

- President's Office
- Vice President for Academic Administration's Office
- Vice President for Finance's Office
- Vice President for Student Services Office
- Admissions and Records' Offices
- Finance and Accounting Offices
- Director of Public Relations' Office (Advancement, Recruitment and Alumni)
- Cashier
- Committee Room
- Board Room
- Receptionist
- Immigration
- Director of Human Resources Office
- Educational Effectiveness
- Amphitheater
- English Center
- Kitchenette
- Online Learning

The Leslie Hardinge Library (Chan Shun Hall 2)

First Floor:

- Instructional and Media Resources Center (IMRC)
- Computer Workstation
- Online Public Access Catalogue
- Carrels & Reading Area
- Periodicals
- Offices & Technical Services
- Computer Laboratory

Second Floor:

- Circulation Section
- Carrels
- Cubicles
- Main Reading Room & Reference Section

Third Floor:

- Circulation Section
- Carrels
- Cubicles
- E. G. White Branch Office
- Heritage Center
- Asian Study Center
- Group Study Area

Theological Seminary (Chan Shun Hall 3)

- Dean's Office
- Classrooms
- Professors and Secretaries' Offices
- Institutional Editor's Office
- Seminary Chapel

Graduate School (Chan Shun Hall 4)

- Dean's Office
- Classrooms
- Professors and Secretaries' Offices
- Seminar Room
- Institutional Editor's Office
- Asia Pacific Research Center (APRC)

Gymnasium (Chan Shun Hall 5)

- Academy Faculty Room
- Sports Complex
- Student Association Office
- Academy Classrooms
- Copy Center
- Information Technology (IT) Office
- Physical Fitness Center

Physical Plant Services (Motor Pool)

- Mechanical Workshop
- Carpentry
- Maintenance
- Plant Manager
- Utilities Office

Siew Huy Auditorium

- Pastors' Offices
- Chaplaincy
- Baptistry
- Media Center
- Worship Hall
- Sabbath School Classrooms
- Function Hall
- Open Amphitheater

Faculty and Staff Housing

Most faculty and some staff are housed inside the campus.

Student Apartments

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

Canteen

A small store/canteen is operated by AIIAS on campus. It sells non-perishable and frozen foods, small household items, and basic school supplies. Students living inside the campus and neighboring areas can easily purchase necessities from the canteen at reasonable cost during operating hours from 9:00 a.m. – 6:00 p.m. on weekdays and 8:00 a.m. – 3:00 p.m. on Fridays and on Sundays from 9:00 a.m. – 1:00 p.m.

Academy

The AIIAS Academy (AA) caters to pupils from grades Kindergarten to 12 National and International tracks.

Play Field

There is a play field on campus for soccer and athletic field games. Rules and regulations apply.

Playground

Playgrounds on campus for use of student and faculty children. Parents are cautioned not to leave children unattended at any of the playgrounds. Children under 12 are allowed to use other sport facilities in the company and supervision of parents or guardians.

Tennis Courts

There are two open tennis courts on campus which can be used by students. The courts are open daily on weekdays during daylight hours. The courts may also be used for pickleball. Any evening or night usage is by permission only. Rules and regulations apply.

Phillip Boughman Prayer and Meditation Garden

A Prayer Garden is located between the classroom complexes and the faculty houses. This is intended for reflection and meditation. Eating and playing are not allowed in this area.

Student Code of Conduct

AIIAS is a Seventh-day Adventist institution of higher learning; as such we are committed to provide opportunities to develop mature, accountable, and responsible Christian leaders. All students are expected to always conduct themselves in a mature and responsible manner.

Therefore, the students are to be guided by this code of conduct but are not limited to.

Student Rights and Privileges

1. The right to receive thorough, competent instruction, and quality education in line with Allias 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 or not meeting financial obligations.
3. The right to have an advisor or mentor to guide during 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 membership of the Student Association, with all associated rights and privileges while currently enrolled.
7. The right to free expression of opinions and suggestions through 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 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 Allias.
9. The right to be informed of the rules and regulations affecting him/her.
10. The right to receive reasonable protection within Allias campus.
11. The right to participate in curricular and co-curricular activities.
12. The right to use Allias facilities within the context of stated rules and regulations set forth by the Allias Administration.
13. The right to due process of the law and fair treatment.

Student Responsibilities

The typical Allias student is a mature person with a background of life experience and committed to the mission, goals, and purposes of the Seventh-day Adventist Church. Within this context, Allias expects the student and his/her dependents to comply with all the rules and regulations as stipulated by Allias.

1. To work with others in a cooperative, friendly way without prejudice or unfairness; and to show honor and respect to every individual and their properties regardless of race, nationality, religion. and gender.
2. To enjoy wholesome recreation and relationships that will develop the social, mental, emotional, physical, and spiritual Christian life.

3. To observe with high regard the principles and standards of a Seventh-day Adventist in such matters as modesty, pleasant behavior, and thoughtful and meaningful Sabbath observance.
4. To devote efforts to study and fulfill academic requirements.
5. To uphold the biblical teaching of sexual morality.
6. To comply with the AIIAS computer and network usage policy.
7. To abide by the AIIAS traffic rules and regulations.
8. To respect the security regulations.
9. To meet financial obligations regularly.
10. To dispose of garbage properly in the trash bins and containers provided in the recovery center.
11. To refrain from committing any form of dishonesty such as cheating, lying, stealing, including forgery, alteration or misuse of institutional documents, records, and identification cards.
12. To develop and practice a habit of academic integrity by refraining from all forms of academic dishonesty.
13. To uphold academic integrity. AIIAS is committed to the highest principles of honesty, trust, and accountability. Because academic dishonesty (e.g., plagiarism) undermines student learning, it is subject to serious disciplinary action.
14. To refrain from vandalizing and unauthorized taking, keeping, or defacing of institutional property, or anybody else's property.
15. To refrain from immoral conduct, possession of pornographic materials and use of foul language.
16. No tolerance is given to Sexual Harassment. Sexual Harassment means insinuating, proposing, or demanding sexual favors of any kind, inappropriate touching, coercing, or threatening another person to get them to engage in a sexual act, sending sexual messages, commenting in a derogatory manner about a person's dress, looks or sexuality, making obscene comments, jokes or gestures that humiliate or offend someone, flirting with a person persistently without the other person's willing participation. The most extreme form of sexual harassment is sexual assault.
17. To refrain from wearing jewelry that is not a traditional symbol of marriage.
18. Not to smoke or drink alcoholic beverages, or to use recreational drugs, whether in student apartments, houses, or public places.
19. Not to be involved in any illegal or unlawful activities of any form.
20. Violation of any of these rules could lead to a warning or to an expulsion, depending on the seriousness of the incident.

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.

Responsibilities of Visitors

1. To abide by the AIIAS traffic rules and regulations.
2. To respect the security regulations.
3. To dispose of garbage properly in the trash bins and containers provided in the recovery center.
4. To refrain from vandalizing and unauthorized taking, keeping, or defacing of institutional property, or anybody else's property.
5. To refrain from immoral conduct, possession of pornographic materials and the use of foul language.
6. No tolerance is given to Sexual Harassment. Sexual Harassment means insinuating, proposing, or demanding sexual favors of any kind, inappropriate touching, coercing, or threatening another person to get them to engage in a sexual act, sending sexual messages, commenting in a derogatory manner about a person's dress, looks or sexuality, making obscene comments, jokes or gestures that humiliate or offend someone, flirting with a person persistently without the other person's willing participation. The most extreme form of sexual harassment is sexual assault.
7. To refrain from wearing jewelry that is not a traditional symbol of marriage.
8. Not to smoke or drink alcoholic beverages, or to use recreational drugs, whether in student apartments, houses, or public places.
9. Not to be involved in any illegal or unlawful activities in any form.
10. Violation of any of these rules by visitors could lead to being banned from campus for a determined period.

Student Discipline

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 modes of discipline are as follows:

1. Written or verbal warning or caution from the VP for Student Services for minor offense
2. Recommend or require counseling
3. Reprimand with restriction of privileges
4. Possible fine with written or verbal warning
5. Suspension from classes
6. A request for withdrawal from school
7. 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. Notice of the complaint, and the time and place of the hearing either in written or verbal form.
2. Advise 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. Advise of the right to appeal. Any appeal must be filed within 48 hours of the committee's decision.

Following any action, the student will be notified by the committee chairperson or the VP for Student Services. Parents or sponsor may be notified. 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. For Fairness Procedures (right to appeal), see AIIAS Academic Bulletin (Appeals Procedure).

Student Grievances and Appeal Procedures

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 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.

For Academic Information and Policies, please refer to AIIAS Academic Bulletin.

Student Financial Information

Tuition, Required Fees, and Other Charges

Tuition and fees are collected in full at registration. Registration is only completed when arrangements have been made to cover all charges. If charges are to be cared for by a sponsoring organization, a letter stating the provisions of the sponsorship, the appropriate committee action, and the beginning and ending dates of the sponsorship should be provided at the time of application. Students not sponsored by the Adventist Church organization must pay each semester in advance. Registration for each semester is not completed until prior accounts with AIIAS have been paid. Permission to graduate is only given when all accounts with AIIAS are settled.

For details on financial information, please see the *AIIAS Academic Bulletin*.

Statement of Account

Students can access their statement of account through IUTUS (www.IUTUS.aiias.edu). Please note that there will be no printed statement of accounts. Students are required to pay their account balance at the end of the month.

Sponsored Students

Sponsored students' stipend will be paid the last Thursday of the month, and it will be available in the bank on Friday. All sponsored students are required to open a bank account either at Philippine National Bank or Banco de Oro in Silang, Cavite.

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 Graduate School and the Theological Seminary to complete their degree program and serve the world church field. Scholarship Application form is available in the reception desk at the Administration Building.

AIIAS has several scholarship programs for worthy students, with differing criteria of eligibility. These scholarships are divided into two categories: a full scholarship and a half scholarship. Students may apply for the Chan Shun, AIIAS, or Nancy Tsao Scholarships.

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 whether full-time, part-time, probationary, provisional, or regular 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. Only Chan Shun International Foundation Scholarship, a full scholarship, grants financial aid for tuition and required fees. Recipients of the scholarship must render work. A full scholarship recipient is required to work 10 hours per week, while a half scholarship recipient is required to work 5 hours per week. The Job Assignments Committee is responsible for assigning recipients to departments who need help. There may be additional requirements to be fulfilled to receive a scholarship. Please check with the student services office for information.

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 if he/she meets the qualifications. Recipients of scholarship must demonstrate progress toward the degree program within an acceptable time frame.

Student Visa and Documentation

All AIIAS foreign students are expected to be in the 47(a)2 scholar Visa issued to them by the Department of Justice (DOJ) and implemented by the Philippine Bureau of Immigration office (BI). Those who are taking only English classes may still be in visitors 9(a) Visa status, but they will be required to obtain Special Study Permit (SSP) to be able to study in the English Center and AIIAS Academy.

Visa Requirements

Before coming to the Philippines, prospective students should contact the Philippine embassy in their country to know if they are required to have a visitor's visa to enter the country. An invitation letter for the visa interview or for traveling to the Philippines will be issued after a student has been admitted to a program of study or to the English Language center. The invitation letter issued by the admissions' office may be used to apply for a visa at the embassy. The invitation letter issued by the Admissions office may be used to apply for a visa at the embassy under section 9(a) of the Philippine Immigration Act. This visa will be normally good for a 59-day of stay in the Philippines.

If the prospective students are not required to get a visa before they leave their country, they will be issued a 21-day visitor's visa called EO 408 upon arrival at the immigration counter at the port of entry in the Philippines. However, please do not come to campus before you are fully admitted to a program of study at AIIAS.

They must submit their passports and other pertinent documents to the AIIAS Student Services Office within 7 days upon their arrival. The Student Services Office will then apply the change of status to scholar visa under Section 47(a)2. All foreign students are expected to come to the Philippines with a round trip or onward ticket.

The following documents are needed from the prospective student and his/her immediate member/s of the family:

- Passport

- Birth Certificate of each accompanying child (with official translated copy)
- Marriage Certificate (if married, with official translated copy)
- Personal Data Information Form (from Admissions' Office)
- One 2"x 2" picture of the principal applicant (in color with a white background)

The processing of the change of status from 9(a) visitor's visa to 47(a)2 scholar visa may take four to six weeks. All issues relating to the issuance of a visa such as change of status from a temporary visitor to the special non-immigrant visa and the extension 47(a)2 of a visa should be referred to office of the VP for Student Services.

Requirements for 47(a)2 Visa Holders

All principal 47(a)2 visa holders are required to register for a full load of a minimum of 9 credit units every regular semester and for minimum 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. Students are responsible to check the validity of their visa in their passports periodically and attend to their status.

Alien Certificate of Registration (ACR)

After receiving 47(a)2 visa, the next immediate document that a student must have is the Alien Certificate Registration (ACR). This paper-based certificate will prove that the student is a legally registered alien here in the Philippines. This ACR is a primary document required in applying for a bank account, driver's license, and exit clearance. Accompanying family members are also required to get an ACR. Application forms are available in the Student Service Office.

Exit Clearance and Re-Entry Permit Requirements

All 47(a)2 Visa holders who are leaving the country for a short period of time and are planning to return and continue their study in AIAS are advised to secure Special Return Certificate (SRC). This document would give the student the privilege to maintain his 47(a)2 visa upon his return here in the Philippines. Those 47(a)2 visa holders who are leaving the country for good are advised to obtain Emigration Clearance Certificate (ECC). The Student Services Office requests all 47(a) 2 visa holders to *plan* their trips ahead of time and submit the necessary documents and applications to avoid any inconveniences or delays. 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. Application forms for these transactions are also available in the Student Service Office. Please do not hesitate to request assistance and advice from the Student Services Office concerning the said legal documentation.

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 9(a) Visitor visa holders are not allowed to practice their profession, do business or study in the Philippines. So, all English or Academy students, who have not been accepted in any AIAS degree program are required to secure SSP, which allows the 9(a) Visitor visa holder to take a

non-degree program while in the country. All students must keep their visa status always updated.

If you have any question regarding your visa and legal documentation, please visit the Student Services Office.

Campus Life

AllIAS is a temporary home to about 75 nationalities. Diverse culture and beliefs characterizing the different social, ethnic and age groups blend harmoniously in one community, one church, having one faith. This is because everyone makes personal adjustments necessary to maintain harmonious environment conducive to study, development, and growth.

Students may plan co-curricular activities, both religious and social. Some activities are organized by the student association and others by the AllIAS church.

Religious Activities

AllIAS provides opportunities for Christian fellowship as well as spiritual growth. Resident students are expected to attend scheduled worship services and Sabbath on a regular basis.

AllIAS Seventh-day Adventist Church holds services on campus in the Siew Huy Auditorium. Worship takes place on the following schedule:

Vespers Service	Friday, 7:00 p.m.
Sabbath School Service	Sabbath, 8:45 a.m.
Hour of Worship Service	Sabbath, 10:40 a.m.

Adventist Youth meetings and sundown worship is held on a Sabbath afternoon.

Weekly services include Wednesday mid-week prayer meetings or small groups. Students are invited to join any small group.

A Week of Spiritual Emphasis is scheduled twice a year. Mission Emphasis Week is another activity aimed to promote mission activities to students and faculty and is also scheduled once a year. During the week of prayer or any spiritual program on campus, the Gym will be closed to all sporting activities.

The church welcomes individuals to join the different ministries such as the following:

- a. Women's Ministries
- b. Church Choir
- c. Music Groups
- d. Singing Groups
- e. Outreach Programs
- f. Family Life
- g. Others

Various Sabbath School classes are organized for children ranging from cradle roll to youth. An Adventist Youth program also provides progressive classes and is available for all children and young adults on campus. Regular church programs are always planned with children in mind.

The Pathfinder Club is an active part of the Allias Church. It is subdivided into three clubs: Teen Pathfinders, Junior Pathfinders, and Master Guides. The Adventurer Club is also a very active club of the Allias church. This club works with children under the Pathfinder age.

Social Activities

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

All graduate students are members of the student association, which provides opportunities to join in student affairs on campus and to organize and participate in several 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.

Social activities include

- a. Sports days
- b. Potlucks
- c. Acquaintance programs
- d. Cultural shows

Chapel Services

Each student is required to attend the weekly chapel programs scheduled every Monday at 11:00 a.m. to 12:00 noon. Chapel services features quality speakers that can stimulate the thoughts of the students and faculty. Their talks become a motivation and encouragement for the Allias community.

Student Organizations

“Student organization” refers to any association, club, or any other form of organizational group whose members are students of Allias. 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:

Allias Student Association (SA). This is the primary student organization on campus. All registered students are automatically members of the SA. Obligations to the SA take precedence over all other student associations. The association engages in all areas of the students’ life through social and spiritual activities. The SA shall always be the official channel for student representation on all levels. The SA leadership council plays a role in representing the student body at all levels of the Allias. The SA executive committee consists of the President, Vice President, Secretary, Treasurer, Auditor, Social Chair, Religious leader, Public Relations and 2 Editors. The SA executive committee’s main mandate includes planning and organizing cultural, extra-curriculum activities, student outings, and Weeks of Prayer.

Student Groups and Associations. Various academic clubs and cultural clubs are represented on campus. Academic clubs are the Allias Business Club, the Education

Department Student Association, the AIIAS Asian Theological Society, and the AIIAS African Theological Association. Cultural groups include the African Student Association, Southern-Asia Community, Filipino Community, Indonesian Community, Korean Community, Russian Community, International Community, Latino Community, and the Thai-Myanmar Community.

Organizing Groups and Associations. Only bona-fide 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. The Student Services Committee of AIIAS must approve any new student organization or group.

Student Publications

The Student Association editorial board through the SA Executive Committee is responsible for the publication of the Student Yearbook at the end of each school year. The Student Services Committee must approve any new student publication. Students are at liberty to contribute articles to AIIAS publications such as the *Flags Magazine*, *International Forum*, and the *Journal of Asia Adventist Seminary Studies* (JAAS). Graduate School students are automatically subscribed to the *International Forum* and Seminary students are automatically subscribed to JAAS.

Health Services

All enrolled students are provided with free medical consultation. The AIIAS Health Services is operated on campus. It is located at the House number 406 on the AIIAS campus, near the physical plant. Clinic hours are from 8:00 a.m. -12:00 noon and 3:30 p.m. - 5:30 p.m., Monday to Thursday and on Friday 8:00 a.m. - 12:00 noon only. Off-hours consultation is reserved for real emergency cases 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 licensed campus physician and nurse who follow the professional code of ethics which includes keeping student information with greatest confidentiality among others. Health services provided by the campus clinic are covered by the medical fee for registered students. A nominal fee is charged for dependents. Medicines and supplies are a personal expense.

Nearby Hospitals

Students or their dependents needing hospital care can obtain these services from the small hospitals. There are three primary health care hospitals in downtown Silang, Estrella Hospital, Silang Doctor's Hospital and Velasco Hospital. Dental services are also available in the Silang area. Hospitals with more advanced facilities are the following:

- Silang Specialist Medical Center is a private hospital with outpatient and complete laboratory services located at Silang bypass, San Miguel 2. It is a Level 3 hospital in the Silang vicinity and is located 3.5 kilometers from AIIAS Campus.
- De La Salle University Medical Center, a multi-specialty, teaching hospital, with complete facilities and specialized service. It is the only Level 4 hospital and the largest tertiary hospital in Region IV- A. It is located about 12 kilometers from AIIAS Campus.
- A private, tertiary hospital, Unihealth-Tagaytay Hospital and Medical Center Tagaytay Hospital and Medical Center is along Emilio Aguinaldo Highway, Silang Crossing East, Tagaytay City which is about 10 kilometers away from AIIAS Campus.

- Asia Medic Family Hospital and Medical Center is a non-departmentalized hospital with level 2 hospital category. It is in Dasmariñas, about 10 kilometers away from AIIAS.
- The Adventist Medical Center-Manila, a tertiary, acute care, teaching hospital, operated by the Seventh-day Adventist Church. It is about 40 kilometers away from the AIIAS Campus.
- Asian Hospital and Medical Center is a major private hospital with tertiary care facilities in the Southern Luzon area (Alabang), about an hour away from AIIAS.

Counseling Service

AIIAS provides a free service to students who desire help from a professional counsellor. Life on campus is busy and the pursuit of one's academic goals may present many challenges. At times the extra stress we experience may impact our relationships or emotional wellbeing. If you need support and you would like to talk to a counselor, please email mihyang@aias.edu to make an appointment. The service is free and conducted in a confidential manner. The counselling office is located beside the clinic at the single staff housing.

If you decide that you want to talk to someone, it is suggested that you seek an appointment with the counsellor, you may contact 430 or 433 or send an email to counseling@aias.edu. The counseling office is located beside the clinic at the single staff housing.

Transportation and Shopping

Public transportation to the nearby town of Silang (around 1 km) or Manila (55 km) is available at most hours of the day.

The market in Silang is open all week. The best time to shop is on the three major market days (Sunday, Tuesday, and Thursday). The AIIAS market for fruits and vegetables is open Sunday, Wednesday and Friday mornings and is in the garage area of Tower G.

Premiere Plaza at the Silang By-Pass, about 1 kilometer away from AIIAS. It is the nearest shopping center and supermarket which is a convenient place to find your everyday needs. Serin Mall and Fora Mall are up in Tagaytay, a 15-minute drive away. Further down the Aguinaldo Highway is Robinson's Place and SM City Mall in Dasmariñas City, just a 30-minute drive away.

Housing Policies

AllIAS aims to create a living environment, which is conducive for study and for spiritual growth. This is why AllIAS will do its best to provide housing for the regular students. Cooperation from all is requested to live harmoniously and in unity. The granting of AllIAS student housing is a privilege. Every occupant must comply with the rules and regulations.

For the convenience of students and their families, AllIAS maintains 166 units of two- to three-bedroom apartments. Application for housing must be completed during the application process, preferably four or more months before the intended arrival date at AllIAS.

Student housing is assigned by the Student Housing Committee depending on the availability and eligibility of students.

Eligibility for Student Housing

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

- a. Apply for a housing unit through the Admissions Office.
- b. Pay the housing deposit at the time of application.
- c. Be officially accepted as a full-time student at AllIAS. A full-time student means enrolled for 9 credit units every regular semester and at least 6 credit units every inter-semester.
- d. English Center should be registered (full-time equivalency) every term.
- e. Student must be of minimum age of 18 and must have been accepted either into the English Language Center or into a regular graduate program of study at AllIAS.

Rent

AllIAS emails students periodically reminding them to view their student account for recent activity and pay any amount due by the due date. The billing will be reflected on the student account via the IUTUS. The billing period covers the first day through the last day of each month. Students must pay rent charges up to date with regular monthly payments.

Assignment Priorities

Housing assignments are made based on a highest point priority system. Points are granted to the applicants based on the following criteria:

- | | |
|--|-----------|
| a. Sponsored GC/SSD/NSD | 30 points |
| b. Sponsored by other Institution | 20 points |
| c. Non-sponsored | 15 points |
| d. Spouse full time student | 5 points |
| e. Each dependent | 2 points |
| f. Housing deposit (1 point every month) | 1 point |

For 3-bedroom units, priority will be given to families with 3 or more children, or two school-aged children of the opposite sex. English students may apply for student housing. However, it will be

granted subject to the availability and approval of the Student Housing Committee. Priority for student housing will be for graduate students.

Housing Contract

Students are required to sign the housing contract prior to entering the units and abide by the terms and conditions stipulated in the contract.

Categories of Apartment Units

Family unit. There are two types—the 2-bedroom and the 3-bedroom units. These units are assigned to students and their immediate family members (spouse and child/children). There are two unfurnished units available at the Annex.

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 Office of the VP for Student Services stating the names and period of stay of the parents. Beyond that, an additional fee per occupant will be charged to the student's account.

Visitors are not allowed to stay in the student apartment tower without securing permission from the Student Services office. If there is a failure to obtain permission to accommodate one or more visitors, the student will be penalized equivalent to the monthly rental charges per person.

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 tower with other students who are also renting it. ***Visitors of the opposite gender shall be entertained in the living room only.*** Violation of these rules could result in severe action against the one committing the offense, including removing the student from campus.

Single units are available on-campus and in Annex. The units at the Annex consist of 9 units with 2 bedrooms. The facility is located just across the road.

Deposits

Rental and key deposit is required at the beginning of occupancy. This is refundable if one faithfully pays the rent through the last month of one's stay in the towers and the key is turned in. Under no circumstances should occupants duplicate keys to the towers. For details, please refer to the Admissions Office.

Furnishings

All furnished apartment units are equipped with the basic furniture needs of the students. A furnished unit will be equipped with spring bed, refrigerator, cooking gas range, table set, study table. 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 tower. Should there be any missing furniture or breakage, it will be replaced or repaired at the expense of the occupant.

Modification

No tower building may be modified by the occupants. Change of structure may only be done by the Allias 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 TV, Internet or other electronic equipment should not be installed without prior approval from the VP for Finance and may be installed only by the Allias Physical Plant 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.

Water Heater System and Air-Conditioning

The purchase, installation, and maintenance expense of a water heater or an air conditioner is a personal expense of the student. Installation of the equipment must be supervised by the Allias Physical Plant Department. No building structure shall be modified to accommodate the unit.

Housing Provisions for Dissertation/Thesis/Project Writers/Visiting Scholars

Allias housing is available to full-time enrolled students with the following provisions for those who are writing a dissertation for a period of five semesters or thesis/master's project for a period of three semesters. After the stated period, students may request to extend their stay in the apartment subject to full time enrolment and the availability of apartment units. Housing is also provided for enrolled visiting scholars who are on campus for Sabbatical leave or special writing leaves from other sister institutions.

Signing Out of Student Apartments

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 tower in a clean and good 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 tower. Upon completion of the clearance form, the student may claim their deposit from the Cashier's Office one week after the student vacates the tower.

Appropriate charges will apply to the student's deposit should there be any breakage, damage, uncleanness, or missing keys. Upon completion of a program, the student is expected to vacate the tower within 2 weeks.

Transfer From One Tower to Another

If a student would like to move to a different apartment unit, he or she may request a transfer. The transfer request form is available in the Student Services Office. Once the form is received, the Student Housing Committee will review available units and determine whether the request can be granted. If the committee allows the transfer, a transfer fee will apply. No transfer fee will be required in cases where a student is requested to transfer by the Allias or if the request is made ten days after the student's arrival on campus. No transfer fee will be charged if a student moves from the Annex to campus and vice versa, provided that the apartment is clean. No transfer fee will be charged if a student moves to another room within the same unit (applies only to singles).

Parking Space

Application for parking space must be filed at the Student Services Office. Parking spaces are assigned only to students who are staying in the AIIAS apartment towers. Park only in designated areas. "No Parking" road signs should be strictly observed.

Parking violators will be subjected to a penalty. The first offense will be a warning citation. The second offense will be a fine of PhP100.00, the third offense will be a fine of PhP200.00, and the fourth will be a fine of PhP500.00.

Periodic Visit

The VP for Student Services conducts periodic visits to each enrolled student, whether inside or outside the campus. The purpose of the visits is to make connections with the students at their residence and conduct ocular inspection of the units, for on-campus students. An appointment may or may not be set prior to the visit.

The Student Housing Coordinator together with the Physical Plant Department provides service and assistance to the occupants. Tower dwellers must concede to a periodic visit for maintenance purposes to keep the tower in good condition.

Domestic Helpers

Student residents who wish to employ persons for domestic work and gardening must plan and decide with the Security Committee. 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.

Repair and Maintenance

AIIAS has designated personnel for repair and maintenance of apartments and surroundings. Should there be any concerns, students should submit an electronic ticket to the Physical Plant personnel through support.aiias.edu. AIIAS residents should treat their housing and surroundings as if they were their own.

Garbage Collection and Disposal

A system of garbage disposal has been devised to make life more pleasant and bearable for student apartment occupants. Each household is expected to dispose of its garbage properly at the Recovery Center located across the perimeter road in the Northeast corner of the AIIAS Property. All garbage is to be taken to this building. At home, garbage should be properly segregated as Biodegradable, Recyclable and Non-recyclable.

Biodegradable Waste. Wet kitchen garbage should be placed in the container provided for each tower. 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 tower clean.

Recyclable Waste. 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.

Non-Recyclable Waste. All other garbage may be placed in the barrels marked for residual garbage.

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. Do not mix the various types of garbage. Keep the door of the recovery center closed to prevent entry of rats, flies, and other unsanitary inhabitants.

Wet garbage is disposed of in a sanitary fashion daily six days per week. Dry recyclable items and residual garbage are removed as necessary from the building.

Everyone is expected to comply with the above procedures for garbage disposal. It is the responsibility of each tower dweller to teach their helpers about the procedures.

Garden

Small vegetable gardens for personal use are permitted in designated areas. A plot can be secured from the Student Housing Committee. Plots will be assigned based on availability. Gardens should be well kept, neat, orderly, free of weeds, and unsightly growth and foul smell.

The following regulations apply:

- Watering, weeding, harvesting and any other garden-related maintenance are all the responsibility of the student.
- It is the obligation of the student to keep the garden plot well maintained, including the use of faucet and hose for watering.
- The garden should be kept clean and orderly.
- Garden clippings and weeds can be placed on the side of the road closest to the gardens. Weeding and cleaning work includes the outer edges of the garden whenever possible.
- Make sure to turn off the faucet and do not leave the water running unattended.
- Plots have been marked for the reason of individual plot recognition. Please do not move the markers. Violation of this may result in disciplinary action.
- No permanent structures are permitted (e.g., concrete, bricks, and mortar).
- When planning to be away for an extended amount of time, make sure a person is assigned to tend the plot. A plot neglected for two months will be repossessed and reassigned to another applicant.
- When a student ends his/her stay in AIIAS, the SSO has the exclusive right to re-assign the plot to another applicant. The plot shall not be inherited by another student.

Laundry Facilities

Certain laundry rooms are provided for certain towers. It is strongly advised that all laundry users conserve water and use the facilities with great care. Clotheslines are provided at the side of each tower building. All wet clothes must be dried on the lines. ***No clothes should be left hanging by the tower stairways, by the emergency fire exits, or in the parking areas.*** Laundry clothes should be removed from the clotheslines and porches before sunset every Friday afternoon.

Pets in Towers

Pets or animals are not allowed in the towers due to disturbance, danger and disease to occupants and neighbors who live in proximity with one another. These include domesticated animals and exotic animals. Failure to comply to this policy, will result in the following penalty:

First offense	PhP 500.00 + removal of pet/s
Second offense	PhP1, 000.00 + removal of pet/s
Third offense	the student will be required to vacate the tower

Animals that provide medical alert and assistance to occupants, such as service dogs, may be allowed, subject to the approval and monitoring of the Student Housing Committee.

Quiet Times

During quiet times, specific noisy activities should be severely reduced, and the noise level held to a minimum or entirely omitted if possible. The following noises are disturbing:

1. Children playing outside of the close to the living space.
2. The sound of a TV, radio, vocalization, or musical instrument: anything loud enough to be heard outside one's own unit.
3. Visitation, parties with noisy discussions.
4. Testing of power equipment, engines of motor vehicles or motorbikes, and blowing of horns.

The following are designated quiet times:

1:00 p.m. - 2:00 p.m.

8:30 p.m. - 5:30 a.m.

Practice time for voice or musical instruments is from 6:30 a.m. - 12:00 noon and 3:00 p.m. - 7:30 p.m. only. Occupants who violate quiet hours and thereby disturb their neighbors may be asked to leave the apartments or be asked to pay a fine.

Campus General Policies

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 towers. No motorcycles or any vehicle are allowed on the pathways or lawns except for official business.

Public Gatherings

When gathering as a public gathering on campus, please be respectful toward each other. Also, when you gather to share a meal, please ensure that the meals are vegetarian (vegan or lacto-ovo meals only). Please also clean up and properly dispose of any resulting garbage in the recovery center.

Children's Safety

Children are the personal responsibility of their parents. Therefore, parents are responsible for the behavior of their children.

Parents' Responsibilities. Children may play in all playgrounds and most open grass areas but not near the instructional buildings, library building, or faculty housing. Roads and sidewalks are for walking, cycling, scooters, rollerblades, but all must observe safety precautions.

For the safety of the children and safety of others, children must not be allowed to do the following (any violations will be the responsibility of the parents):

- Climb on parapet, roof, or fire exits.
- Fighting. Parents must deal firmly with this problem.
- Play, make noise or disturbances during quiet time. (See section on Quiet Time)
- Destroy the grass, flowers, shrubbery, trees, lawn decor, etc.
- Playing of roller blades, skates, scooters, skateboards, or bicycles inside the gym
- Run around the auditorium during church service.
- Vandalism. Any property damaged will be the responsibility of the parents.

Off-Limits Areas for Children. Children are not allowed to play in the following off-limits area in the campus.

- Administration building
- Around Faculty/Staff houses
- Around and in the academic buildings—Library, Administration, Graduate School, Theological Seminary
- Around and in the Motor Pool, Prayer Garden, Bell Tower and flag area, platform in the gym, Academy Building - before and after school hours.
- Classroom areas

Driving, Parking and Traffic Regulations

Allias is situated on private property. The right to use Allias 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 on 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.
6. Vehicles should be parked in the parking sheds designated for occupants.
7. 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.
8. Park only in designated places. Do not double park, even for a short time.
9. Parking or even stopping is not permitted in pedestrian crossings or in areas where the road curves.
10. As much as possible, do not blow your horn while on campus. Your patience will be greatly appreciated by the people around you.

Identification Card

Each of the residents of the campus is issued an identification card. Students IDs are issued by the Admissions and Records Office. Tutors and helpers, whether stay-in or paid on an hourly basis, construction should also get identification cards from the Security Department Head and are expected to always wear them. 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.

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 from the nearest neighbors.
2. Immediately call the attention of the Security Guard at the main gate, telephone #499 or +63-917-592-2477.
3. Call and notify the VP for Finance, tel. # 321 or 459 or cell phone #+63-917-532-6303 and the VP for Student Services, tel. # 331 or 460 or cell phone #+63-976-377-0423.
4. If necessary, call the Silang Police at # 414-0204. In case of fire, follow the fire control procedure inputting out the fire. Seek help from your nearest neighbors if needed.

Each tower 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 always be accessible. Nothing should be placed in the way of the fire exits. Anything found obstructing the fire exists shall be confiscated.

Selling on Campus

Salespersons, solicitors, and vendors are not allowed to visit towers without permission from the Finance. Resident students who wish to sell anything on campus or in the apartments must first secure permission from the Administration. No house-to-house selling is allowed.

Students who wish to sell items on campus prior to leaving should seek permission from the VP for Finance. Students can advertise and hold a garage sale at one time.

Announcements may be sent through campus-students@aiaas.edu or personnel@aiaas.edu, but are subject to approval by the moderators.

Visitors

The following are guidelines for visitors of students:

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 requested and specifically approved in advance by the VP for Student Services or Housing Committee. Violation of this policy will result in a fine equivalent to the rent.
2. Tower occupants must always be present when visitors are in the tower. Non-occupants are not permitted to cook or use the tower facilities.
3. Single students should especially consider the needs of their fellow house mates and refrain from inviting guests to visit or study without the willing consent of the other occupants. Cooperation in this matter is expected.
4. Frequent visits to single towers by the opposite gender are strongly discouraged (i.e., studying or cooking together). Such visits can take place in the tower lounges. ***Under no circumstances should a member of the opposite gender enter the room of a single occupant.*** Visitors should not be a nuisance to the rest of the occupants.
5. Any visitor of the student found to be misconducting themselves, sexually harassing our students or anyone on campus, behaving violently, behaving inappropriately with anyone on campus could be banned from coming to campus for as long as the Administration deems necessary.

Water Supply

We have a well that is chlorinated and provides water 24/7 for the whole campus. The water is tested frequently and regularly to ensure it is safe to drink. Residents are expected to conserve water by proper use and by reporting any leakage promptly.

Electricity

Conserve electricity. The charges by the electric company for electricity are comparatively high. It is suggested that gas be used for cooking, because 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.

Postal

Each tower is assigned a mailbox. New tower occupants must arrange for their mailbox and key from the receptionist. Mailbox keys must be returned to the receptionist during clearance.

Outgoing mail can be dropped at the receptionist counter at the administration building. For parcels and express mail, please contact the Receptionist for help.

Facsimile Transmission

Facsimile transmissions can be sent through the reception. Contact the receptionist if you need to send any fax messages. The AIIAS Fax number is +63 (46) 414-4301.

Telephones

There is a digital telephone system on campus that enables students to call faculty/staff houses, offices, as well as other student towers from their own towers. Calls to the same area code do not require any phone PIN, however international, national, and mobile phone calls require a phone PIN. A phone PIN should be requested from the IT Department.

A telephone directory may be obtained from the Receptionist counter at the Administration Building or through the Electronic Bulletin Board (<http://eb.aiias.edu>). See or contact the receptionist if you need assistance with your telephone calls. For detailed information regarding phone bills, see the Accounting Office.

Electronic Communications

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 Fiber Optic connection, with a total bandwidth of 50Mbps.
- All students, faculty and staff are provided with private electronic mail (e-mail) accounts.
- AIIAS e-mail is powered by Google apps for Education 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, Seminary and Graduate School are provided with high-speed wireless network access points apart from the fiber optic connection from the Data Center.
- The student towers are equipped with Triple Play connections for each apartment to provide Internet (wired and wireless), phone and CATV.
- Specialized help is provided to all through the help desk at the Administration Building. There are three ways to get help:
 1. Via the webpage: <http://support.aiias.edu>
 2. Call the receptionist during office hours from 8:00 a.m. - 12:00 noon and 2:00 p.m. - 5:00 p.m.
 3. Send email to help@aiias.edu
- AIIAS has an IT Department employed with experienced personnel to address IT related issues and develop better and more efficient systems.

Internet Usage

Students are provided unlimited Internet connection through the Wi-Fi at the Library, the Graduate School, and the Seminary. There is also Wireless and LAN access at the apartment units on the student towers and Annex. Internet is provided primarily to complement the needs for education and communication. Students and family members are encouraged to be responsible users of this service.

Official Notice and Announcements

Office announcements, notices of committees and administrative bodies, dates and deadlines of coming events and information relevant to students are sent to emails and posted on AIAS Electronic Board (<http://eb.aiias.edu>) and the AIAS community social media pages. (<https://www.facebook.com/groups/aiiascommunity/>). All students are expected to take notice of the information within a reasonable period of posting.