



BIBLICAL GRADUATE SCHOOL OF THEOLOGY

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COURSE REINSTATEMENT FORM

Reinstatement Application Procedure

Submit this application form to the BGST counter for Course Reinstatement. One form is to be submitted for each course for which the student applies for reinstatement.

The following **MUST** be submitted together with this form:

1. Approval by your Faculty Advisor and Course Lecturer for you to reinstate the course.
Please print and attach the related email or note.
2. Course Reinstatement Fee (please see explanatory notes behind). This may take the form
of a cheque payable to BGST, or cash, or by NETS.

Student Details:

Name : _____

Student ID : _____

Program enrolled in at BGST : _____ or Special Studies

Reinstated Core Course : _____

Year course enrolled : _____

Course Status : *tick* Incomplete Audit (converted by BGST)

Student Signature: _____

Date: _____

For Official Use:

Reinstatement is approved by:

Name of Faculty Advisor : _____ Name of Course Lecturer : _____

Approval given on : _____

Concurred by Registrar : _____

Payment Details

Receipt No. : _____ Payment mode : Cheque / Cash / NETS / I-Banking

Counter staff : _____

What is Course Reinstatement?

A student who wishes to be re-admitted into a **core course* for the sole purpose of submitting their coursework or assignments for grading can apply for Course Reinstatement. It is applicable only for students who have previously taken a core course on credit which remains ungraded due to non- or incomplete submission of course assignments by the respective assignment deadline(s) given. **Please note that the maximum grade for any course that has been reinstated is B plus.**

Is there a fee payable?

A Course Reinstatement Fee is payable. It is the difference in fees between an audit and credit course at the time of application for Course Reinstatement. For example, currently, the fee for a 3-credit course is \$450 taken for credit, and \$315 for audit. In this case, the Course Reinstatement Fee is \$135.

Can I retake my test(s) or re-submit assignments previously completed and graded?

Under this Course Reinstatement, you are only allowed to do the tests previously not done and/or submit assignments previously not handed in for grading.

Please contact BGST Admin office at 6227-6815 (ext 222) if you have questions regarding this scheme or the fee.

** Core course refers to all the core courses of our Grad DipCS, MCS and MDiv programmes.*