ETCAsia
EVANGELICAL THEOLOGICAL COLLEGE OF ASIA

Student Handbook

July 2026

Preface

This handbook is designed to orient you to the college and to student life . Please consult it if you are unsure about something. If you still have questions, the college staff are happy to help you.

The handbook will be updated from time to time with new information and so you should check periodically to ensure you have the latest version (see the bottom of each page for the version number).

The latest version will be available through Moodle at https://etcasia.edu.sg/moodle.

If you note things below that need amending please email: registrar@etcasia.edu.sg.

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General Information about ETCAsia

Purpose and Distinctives

ETCAsia is a non-denominational college and we welcome students from all denominations, serving Churches in Singapore and Asia. Our mission is to train gospel-shaped leaders for Singapore and beyond:

> [11] So Christ himself gave the apostles, the prophets, the evangelists, the pastors and teachers, [12] to equip his people for works of service, so that the body of Christ may be built up … (Ephesians 4:11–12, NIV)

Our college distinctives are:

Expository Ministry

Scripture is like a well. We go to a well to draw out water, not pour water into it. An expository use of Scripture seeks to draw out of a text the original author's meaning, not read in our own pre-conceived ideas. This will dramatically affect the way we prepare sermons or bible studies as we let the shape of a Scriptural text determine the shape of our sermon or bible study. It means that what is important to a Scriptural text is important to the sermon or bible study, and what is subsidiary to a Scriptural text is subsidiary to the sermon or bible study. In this way we hear God's emphases and not our own.

Biblical Theology

Biblical Theology studies the Bible not as a random collection of stories but one grand story of God's plan to rescue sinners by Jesus. It moves from creation to new creation via the salvation Jesus accomplishes. Biblical theology helps us know how any part of Scripture fits into the Bible's one grand narrative so that we can rightly apply it to our situation now.

Reformed Theology

An important characteristic of reformed theology is its belief that God is sovereign over everything including the salvation of God's people. As Jesus said, "I will build my church and the gates of hell shall not prevail against it." (Matt 16:18) This affects Christian ministry dramatically. If God is ultimately sovereign over people's salvation then we can have confidence that he can and will use us in this work despite our human fallibility. If God is not sovereign over people's salvation, then we cannot be sure God will use our work because salvation finally rests with flawed humans. Nor could we pray for God to save people because that is not ultimately in his power. Reformed theology produces an understanding of ministry with God's glory at the centre. The official statement of faith for ETCAsia is that of the Gospel Coalition.

Missional Focus

Mission focuses on the sending of gospel preachers to gospel-poor places to establish and build churches there. The word "Mission" originally meant "sending" and so has historically been applied to Jesus' words: "The harvest is plentiful but the labourers are few, therefore pray earnestly to the Lord of the harvest to send out labourers into his harvest." (Matt 9:37-8) Mission is therefore focused on *knowing* which places are gospel-poor (where the plentiful

harvest might be), *praying* for, and then, under God, *sending* gospel preachers to those places.

People

Full Time Faculty			
Rev Dr Marty Foord	Principal	Systematic Theology Church History Christian Ministry	marty.foord@etcasia.edu.sg
Rev Dr Ben Thompson	Dean of Students	Old Testament Hebrew Preaching	ben.thompson@etcasia.edu.sg
Dr Jonathan Wu	Academic Dean	New Testament	jonathan.wu@etcasia.edu.sg
Adjunct Faculty			
Dr Jenny Foord	Dean of Women	Christian Ministry	jenny.foord@etcasia.edu.sg
Dr Stuart Morgan	Adjunct Lecturer	Biblical Theology Church History	stuart.morgan@etcasia.edu.sg
Mike Raiter	Adjunct Lecturer	Mission Preaching	mike.raiter@etcasia.edu.sg
John Chua	Adjunct Lecturer	Greek	john.chua@etcasia.edu.sg
Staff			
Ernest Aw	General Manager (FT) Tues-Fri	Operations College Management	Ernest.aw@etcasia.edu.sg
Jasmine Chee	Accountant (PT) Full days – Wed, Thurs Mornings – Mon	Accounts HR Library	jasmine.chee@etcasia.edu.sg
Caleb Soh	Registrar (PT) Full Days – Tues, Thurs	Student Admin	caleb.soh@etcasia.edu.sg

Student Life

Weekly Gatherings

The college community gathers twice a week to hear God's word, pray and encourage each other spiritually. Full-time students[1] are expected to attend both. When it is not possible to attend, a student should both formally request absence (using the normal system for lecture absence) and notify their prayer group leader.

Chapel

Chapel is held on Tuesdays, 12-1pm, and is a time for both faculty and students to sit under God's word together as a community. The faculty members will take turns in modelling faithful expository preaching of the bible. This is a chance to meditate on how the bible's truths apply in both life and in ministry.

Prayer Groups

Prayer groups are held on Thursdays, 12-1 pm. Typically, a gospel-poor country will be presented by a student each week, highlighting its gospel needs for the college to pray for together. Students will then spend time sharing and praying for each other in small groups led by a member of the faculty.

Pastoral Care

Our faculty and staff are committed to caring for all with whom we interact, particularly our sisters and brothers in Christ. We are therefore all committed to serving and caring for our students. We are here for you. The faculty member leading your prayer group is the first person to talk to about any personal matter you may be facing.

Ben Thompson is the Dean of Students and oversees pastoral care of the student body. If there is any student issue that you wish to discuss he would be pleased to meet with you.

Jenny Foord is the Dean of Women Students and oversees the pastoral care of women students. She should be the first person to talk to in relation to women at college.

Jonathan Wu is the Academic Dean and will oversees all academic matters.

If there are college-related, pastoral, or academic issues that need our care, please speak to Ben, Jenny, or Jonathan as soon as possible.

Moodle

Moodle is the college's main platform for:

- Communication about timetables, academic calendars, and subject outlines.

[1] Full-time means those who are taking 11+ credits in that semester.

- Submitting assignments and exams.
- Accessing marked assessments.

Microsoft Teams

Microsoft Teams is the college's online platform for:

- Hosting any online classes (and accessing recordings of it)
- Communications between lecturers and students
- College announcements to all students

Please check Microsoft Teams regularly for updates regarding the college.

To download the app: https://www.microsoft.com/en-sg/microsoft-teams/download-app

Attendance

Full attendance **in person** at all classes is expected of all students enrolled in courses at ETCAsia (except where a unit is being repeated).

- Failure to attend more than 80% of classes (90% for foreign students) will require you to meet with the Principal and may result in your withdrawal from the course.
- Students are always expected to attend the classes in person (rather than online). This is part of our college philosophy about the formation of a Christian mind and heart.
- All attendance is to be marked on Moodle. It is the student's responsibility to ensure it is updated.

If you **cannot attend lectures**, please do the following:

- Complete an Absence Request form under the Microsoft Team "Submitting your Absence (Students)". Where appropriate upload a scanned copy of your MC.
- Inform the lecturer and registrar via email.
- Arrange with the IT rep/ class rep to make sure that the class is recorded.
- Submit a scanned copy of your medical certificate to registrar@etcasia.edu.sg.

If you need to **attend lectures online that day**, please do the following:

- Inform the lecturer and registrar via email.
- Inform the IT rep/ class rep for them to set up the equipment.
- Please do not expect a lecturer to respond to communication in the 15 minutes before a class begins.

Developing a Wise Learning Community

> [13] Bear with each other and forgive one another if any of you has a grievance against someone. Forgive as the Lord forgave you. [14] And over all these virtues put on love, which binds them all together in perfect unity. (Colossians 3:13–14)

For many students, the experience of living, loving, learning and laughing together as the family of God is a highlight of their experience at ETCAsia

Learning together in the college community is a great privilege. It also brings challenges as our different personalities, preferences and habits rub up against each other. We embrace those challenges as a way God has provided for us to grow in maturity.

As a college community, we want to avoid a long list of rules about the expected behaviour. The problem with bare rules is that they can be kept:

- Without knowing the reason for the rule.
- Without a loving heart.

Rather than many rules, the Bible commends **individual wisdom**: each of us making good choices ourselves because we know our own heart and are aware of the needs of others.

So, life in the college community is a wonderful opportunity to grow in wisdom. The character and habits that we form here can be either a great help or a hindrance to you in the decades ahead.

We therefore want to develop a culture that is based upon key principles:

We Are a Loving Community

The gospel calls us to self-sacrificial, other-person-centred love

We want every student to experience college as an enjoyable, accepting and warm community.

This means that we will be alert to the effects of our actions on others. We will be careful to behave in a way that helps others rather than simply serving ourselves. This will have an impact on issues like the way we contribute in lectures, how we use the time outside of classes etc.

We Are a Learning Community

We are here to grow in our knowledge of the truth

This means that we will value the lectures and treat them as time for learning. We want to maintain high standards of engagement to ensure that we make the most of the gift the Lord has given us. This will have an impact on issues like punctuality, not multitasking in class, etc.

We Are a Fallen Community

We recognise that each of us will have weaknesses and struggles

This means that we empathise with others if they find things irritating or distracting in class. We will be willing to change our behaviour, rather than insisting on our rights. We graciously bear with one another, choosing to think the best of each other at all time, even when that might

inconvenience us. We respect the fact that each lecturer will have their own requests about the in-class behaviour that will help them teach effectively.

We recognise that belonging to the college community is likely to expose areas of weakness in our own character. We welcome the opportunity for growth in Christlikeness rather than becoming defensive.

Personal Responsibility

Each of us needs to take responsibility for growing in wisdom. It would be good regularly to consider whether your behaviour [both in lectures and informally around college], is a help or a hindrance:

- For other students
- For the faculty
- For yourself

Where the behaviour of another student is hindering you at college, we would encourage you to raise your struggles with them, in a prayerful and humble manner.

If a member of college does raise with you an aspect of your behaviour, strive to hear such comments as those of a loving brother or sister. Recognise this as an opportunity for you to grow in wise, other-person-centred love as you take on board their words.

College Disciplinary Procedure

Our vision and ethos as a Christian college calls us, as a whole community, to conduct ourselves in a manner worthy of the Lord. Everyone, faculty, student-body and staff should strive to develop and demonstrate godly character. In instances where a member of the community is observed to be falling short of biblical godliness this will be raised with them by a member of faculty, typically their prayer group leader. The goal of this conversation is pastoral. However, where necessary, the issue can be escalated to the Dean of Students, the Principal, or the Chair of the Board. Should a member of the community consistently resist this guidance, the Principal and Dean of Students will discuss appropriate disciplinary measures. In extreme situations, these sanctions can include temporary suspension or even expulsion from the college.

Enrolment and Fees

Fees and payment

Overall Fee Structure and Example

(With effect from July 2022)

	GradDipMin	MDiv
Total credit units to complete	30	90
Total years to complete	1	3
Per Credit Unit Cost	$220	$220
Student's Annual Fee ($350 per year)	$350	$1,050
Tuition Fee	$6,600	$19,800
Total (incl. Student's Annual Fee)	$6,950	$20,850

Payment must be made in full before the beginning of each semester. After the enrolment deadline, an invoice will be provided to the student via email. Payment will be due one month from the date of invoice. Audit students are liable to pay 75% of the full subject fee. Annual student fee still applies.

Annual Student Fee & Application Fee

An application fee must be paid upon submission of formal application to study at ETCAsia.

Application fee (Local): $50

Application fee (International): $100

The annual student fee for all students will be $350 and must be paid together with semester fees.

An exception is granted if ETCAsia has re-scheduled a subject out of the academic year. In this case, the student will be required to return only to complete that one subject at the next academic year and the Annual Student Fee for that year will be waived.

Payment

Payment is to be made after you have received the invoice.

All student fees must be paid:

- In accordance with the conditions of student fees [see below];
- In Singapore Dollars; and
- Via internet banking (preferred) or cheque (if necessary)

Internet Banking

Bank account name:	Evangelical Theological College of Asia
Bank Name:	OCBC Bank
Bank Address:	65 Chulia Street #01-00 OCBC Centre Singapore 049513
Swift Code:	OCBCSGSG
Bank Code:	7339
Bank Branch Code:	695
Bank Account:	6956-7606-4001

Tag the transaction with the format **[NAME]-[YEAR]-[SEMESTER]** (e.g. "John Tan-2018-Sem1").

After the transaction, email the Finance manager with

1. Subject title: 'College fees: **[NAME]-[YEAR]-[SEMESTER]**'
2. The **date** when transaction was made.
3. The **amount** of the transaction.

Cheque

Addressed to 'Evangelical Theological College of Asia'.

Indicate **[NAME]-[YEAR]-[SEMESTER]** behind the cheque.

Hand the cheque to the college Administrator at the ETCAsia office.

Receipt

A receipt can be issued on request.

Late and Partial Payment Penalties

A late payment charge of S$50 will be imposed if fees are not paid or partially paid by the due date.

Should fees remain outstanding after the payment due date, ETCAsia reserves the right to take further action as deemed necessary including:

a. Barring such students from course registrations in a subsequent semester;

b. Cancelling the student's current course registration;

c. Terminating the student's candidature of study with the College;

d. Withholding results slips or transcripts, and course certificate

Refund Policy

Students who apply for a defer, withdraw or receive a termination of candidature by ETCAsia after two weeks from the commencement of each Semester will be liable to pay fees for the entire Semester. Refunds will only be considered in exceptional circumstances.

Deferment Policy

Deferment of a subject to a different year or semester is not normally permitted. However, in the case of serious medical or personal problems, a student can make a special request for deferment. This is granted entirely at the discretion of faculty members and the Principal.

Confirmation and Variation of Enrolment

- Any changes in enrolment should be made to the registrar via email.
- The last day for any changes to enrolment is **Friday of Week 1** of any given semester.
- The following key dates relate to withdrawing from some or all of your units in a given semester.

	Academic Semester	Full refund?	Admin Fee	Annual Student Fee
For Pre-semester Units				
Add/Withdraw unit(s)	Day 1 of the Pre-Semester Unit	Yes	$0	Non-refundable
Withdraw without grade penalty (i.e. will not appear in transcript)	Day 2 of the Pre-Semester Unit	Yes	$80	Non-refundable
Withdraw with 'Withdrawn' Grade	Day 3 of the Pre-Semester Unit	No	$80	Non-refundable
Withdraw with 'Fail' Grade	Day 4 of the Pre-Semester Unit	No	$80	Non-refundable
Semester 1 and 2 Units				
Add/Withdraw unit(s)	By Friday of Week 1	Yes	$0	Non-refundable
Withdraw without grade penalty (i.e. will not appear in transcript)	By Friday of Week 2	Yes	$80	Non-refundable
Withdraw with 'Withdrawn' Grade	Week 3-6	No	$80	Non-refundable
Withdraw with 'Fail' Grade	Week 7 onwards	No	$80	Non-refundable

Note:

Students with serious medical or personal problems, may be permitted to submit outstanding assignments for outstanding assignments up to two months after the end of semester. In such cases:

1. Contact the Registrar at the earliest possible time, requesting a suspension of enrolment in all current units.
2. Make an appointment with the Academic Dean to discuss the matter further.

Enrolling to Audit a Module

Students can take modules as 'auditors'. This gives them full access to the lectures and resources but with no assessment package. Consequently, taking auditing a course cannot contribute towards a degree programme.

- All first year modules (GradDip) can be taken as an auditor.
- Second and third year modules typically have pre-requisite modules (or their equivalent). These apply to auditors as well as creditors. For further guidance students are encouraged to approach the Registrar.

Participation in Lectures as an auditor

Auditors are encouraged to participate actively in first year lectures in both class discussions and question times. However, because of time constraints, the lecturers will prioritise the needs of credit students.

Students auditing second/ third year MDiv modules are asked to refrain from asking questions during lectures unless directly invited to do so. Typically, the lecturer will be happy to take questions outside of class time.

Auditors are thanked for their understanding in both these matters, allowing us to maintain our core focus of raising up highly trained word-ministers through the MDiv programme.

Switching from Audit to Credit Enrolment

Typically students applying to the college purely as audit students will not be invited for interview. If, subsequently a student wishes to enrol on any modules for credit, they should expect to be invited for a faculty interview to confirm that the MDiv / GDM is appropriate for them. Students considering this transfer should inform the registrar as early as possible to ensure the interview can take place before any enrolment deadlines.

College Facilities and Services

Visiting College

The College premises are open for students between 8:30am and 10pm each day.

Students are expected to demonstrate Christian wisdom and thoughtfulness in the way they use the premises at all times, especially when no staff are present (switching off lights and air-con, leaving rooms tidy and clean).

Students may use empty lecture rooms for study. When faculty or staff require a room for a meeting, they will generally give advance notice with a sign on the door.

We welcome all visitors, but if you wish to invite a guest to either a lecture or chapel, please complete the form in the link below at least 3 days before the planned visit and speak personally with the relevant faculty member. A visit should not be confirmed until the registrar has replied to give permission.

The link to apply for permission is: https://www.etcasia.edu.sg/request-to-visit

Wi-Fi

Wi-Fi is available throughout the college.

Wi-Fi: “ETC Asia” or “ETC Asia 5G”

Password: Studygreekandhebrew

Any changes to the network will be shared through Moodle.

College Computers

There are computers in each lecture/ study room connected to projectors / screens. You may need to logon to these when you are presenting for prayer groups, or to assist the lecturer to present for class.

General Login Password: ReformedTheology

Windows login (Luther Room): Singapore!23

Windows login (Calvin Room): ETCAsia!23

Windows login (Cranmer Room): Singapore!23

Recording of Lectures

Recording is allowed on a case-by-case basis. You should ask the lecturer for permission as early as possible. If they give permission, ask the IT/class rep to facilitate the recording.

Toilets

Access to the toilets on level 9 and 10 requires a QR code which is provided by the Registrar. This should not be shared with anyone outside of the college community. Toilets on level 5 (and below) are open to the public at all times.

Photocopying and Printing

Black and white photocopying is available at 10c pp. When printing, use the code ‘002’. Singapore law restricts copying of copyright works to a single chapter, or to 10% of a book, whichever is less.