

ADMISSION, REGISTRATION GUIDANCE AND TUITION

ADMISSIONS OVERVIEW

ADMISSION PROCESS

ADMISSION CATEGORIES AND REQUIREMENTS

ADDITIONAL INFORMATION FOR APPLICANTS

- AUK Application Form
- High School Transcript
- High School Equivalency
- Personal Essay
- Application Fee
- Evidence of English Proficiency
- Optional Examinations
- Admission Application Timelines
- Conditional Admission
- Visiting Students
- Second Bachelor's Degree
- Non-Degree Status
- Academic Standards for Non-Degree Pursuing Students
- Transferring From Non-Degree Status to Degree-Seeking Status
- Applicants With Disabilities
- Academic Scholarships
- Scholarship Application Process
- Deferred Admission
- Readmission and Reinstatement

INTERNAL/GOVERNMENT SCHOLARSHIPS FROM THE PRIVATE UNIVERSITIES COUNCIL

REGISTRATION GUIDANCE

- Placement, Advising and Registration (PAR)
- Placement Testing
- Advisement
- Registration

STUDENT TUITION FEES AND CHARGES 2009-2010

- Student Fees and Charges
- Enrollment Deposit
- Legal Contract
- Payment of Fees and Charges
- De-registration
- Non-Payment
- Tuition Fees Refund
- Finance Holds
- Payment Options
- Summer Term Payment and Fees



ADMISSION, REGISTRATION GUIDANCE, AND TUITION

ADMISSIONS OVERVIEW

The American University of Kuwait places special emphasis on quality education in liberal arts. Applicants are considered on the basis of their educational qualifications regardless of race, color, gender, religion, age, disabilities, or national origin. Admission to the American University of Kuwait is competitive, based on evidence of potential for successful study, and on available space in the entering Admissions Class.

Each semester the Office of Admissions will evaluate all qualified applications and extend offers of admission to academically deserving applicants. The following criteria are considered by the Office of Admissions during the admissions decision process: high school courses and grades, English proficiency, standardized test scores, any previous college level coursework and personal essay. Applicants are also encouraged to provide letters of recommendations, and information regarding involvement in extracurricular activities. All applicants must abide by the application deadlines for full consideration.

Applications are accepted from individuals who have completed or are about to complete their secondary education and who have demonstrated academic achievement. The Office of Admissions is responsible for admitting all Undergraduate (First Year and Transfer) and Pre-University Intensive English students to the University. Students have the choice of being enrolled on a full-time basis (minimum of 12 credit hours and maximum of 18 credit hours per semester), or on a part-time basis (minimum of 1 credit hour and maximum of 11 credit hours per semester). Visiting and Non-degree students are also eligible for admission to the American University of Kuwait.

To learn more about the admissions process and University life, inquiries should be addressed to: admissions@auk.edu.kw; or call to speak with an Admissions Counselor at (+965) 2224-8399 Ext: 206, or mail us at American University of Kuwait, Office of Admissions, P.O. Box 3323, Safat 13034, Kuwait. To be considered as a candidate for admission, an applicant must submit a complete Application Packet which may be completed online or downloaded from the AUK website at <http://www.auk.edu.kw>.

ADMISSION PROCESS

STEP I: APPLICATION

The complete Application Packet, including all material listed under Admission Requirements, must be submitted to the Office of Admissions by the publicized deadline. The Office of Admissions reviews applications on a rolling admissions basis. Applicants are encouraged to participate in the early admissions non-binding decision program. Applicants can expect to receive a decision regarding their admission status within 4 weeks of submitting their complete admissions application.

STEP II: CONFIRMATION AND ENROLLMENT DEPOSIT

Once an applicant has received an Offer of Admission from the American University of Kuwait, the applicant is required to confirm his/her intention to attend AUK. To confirm attendance and to reserve a seat in the entering class, the applicant must submit a KWD 100 non-refundable enrollment deposit. The deposit can be paid online or directly to the Finance Department. The deposit will be credited to the applicant's first semester tuition amount.

If the enrollment deposit is not received by the AUK Finance Department, applicants will not be allowed to sit for the Placement, Advisement and Registration program. Not paying the fee is considered to be an indication that the applicant is no longer interested in attending AUK. The applicant may lose his/her seat in the entering class.

STEP III: FINAL TRANSCRIPT

All accepted applicants who choose to attend AUK will be required to submit an official final transcript upon graduation from high school, including any remaining test scores. All applicants must have their final high school transcript certified and stamped by the Kuwait Ministry of Education indicating that the student has met the Ministry's high school equivalency requirement. If an applicant who is accepted into AUK submits a final transcript that no longer meets AUK's admission requirements or if the applicant cannot provide a final high school transcript certified by the Kuwait Ministry of Education, AUK will revoke that applicant's acceptance.

Applicants who have attended another college or university are required to provide official transcripts from all institutions attended. This is a requirement regardless of classification at the institution or whether transfer credit is being requested.

Applicants with incomplete files will not be allowed to participate in early registration or register for the subsequent term until all admission documentation has been received.

ADMISSION CATEGORIES AND REQUIREMENTS

To be considered as a candidate for admission, an applicant must submit a complete Application Packet. Applications may be completed online or downloaded from the AUK website at <http://www.auk.edu.kw>. Admissions Counselors are available to assist with any questions regarding the application process. It is the responsibility of each applicant to ensure that all required information is completed and sent directly to the Office of Admissions.

ENGLISH COMPETENCY

As instruction at the American University of Kuwait is in English, evidence of English competency is required of all undergraduate applicants for admission purposes. In addition, applicants who have completed high school (must have attended at least 2 years) in a country in which English is the native language are exempt from having to demonstrate basic English proficiency for admission purposes. English Proficiency, for applicants not meeting aforementioned criteria, is demonstrated by achieving a minimum score of 68 on the internet-based Test of English as a Foreign Language (TOEFL), or a minimum score of 190 on the computer-based TOEFL, or a minimum score of 520 on the paper-based TOEFL. TOEFL scores are valid for 2 years. Undergraduate applicants may also satisfy the English proficiency requirement if they have fulfilled one of the following requirements:

- 1) Critical Reading score of 450 or above on the SAT I.
- 2) IELTS (Academic) score of Band 5.5 or higher.
- 3) Successful completion of Pre-University Intensive English Program at the American University of Kuwait.
- 4) Completion of the AUK Language Placement Test with minimum score for the Undergraduate level.
- 5) Transfer students with more than 24 earned transferrable semester hours from a Ministry of Higher Education approved college or university where the language of instruction is English.

UNDERGRADUATE APPLICATION REQUIREMENTS - FIRST YEAR UNIVERSITY STUDENTS

Undergraduate applicants who have never attended another university or college are required to submit the following:

- 1) Complete Application Form with a nonrefundable application fee.
- 2) Official high school transcripts complete up to the time of application.
- 3) High School Equivalency certified by the Kuwait Ministry of Education.
- 4) Results of the TOEFL or IELTS or verification of English proficiency.
- 5) Official scores from any accelerated programs, such as International Baccalaureate (IB) or Advanced Placement (AP).
- 6) Typed Personal essay composed by the applicant.

UNDERGRADUATE APPLICATION REQUIREMENTS - TRANSFERRING STUDENTS

Undergraduate applicants who graduated from high school, attended another college-level institution, and attempted one or more courses irrespective of credit earned are required to submit the following:

- 1) Complete Application Form with a non-refundable application fee.
- 2) Official transcript(s) of college-level courses attempted for each college/university attended. If courses are in progress at the time of application, a final and official college/university transcript must be sent to the Office of Admissions upon completion.
- 3) Official final high school transcript certified by the Kuwait Ministry of Education.
- 4) High School Equivalency certified by the Kuwait Ministry of Education.
- 5) Typed Personal Essay composed by the applicant.
- 6) Applicant must meet the English Competency requirement for admission purposes.

Transfer of Credits:

Transfer applicants must submit an official transcript from each institution where courses were attempted. Attendance at all institutions must be reported whether or not credit was earned and whether or not transfer credit is desired. Failure to report all previous academic work will be considered sufficient cause for rejection of an application or to rescind that applicant's acceptance into AUK. Transcripts received after the applicant has been admitted will not be considered for evaluation.

Transfer of credits may only be considered if the institution where prior coursework was earned is accredited by the Kuwait Ministry of Higher Education. A listing of institutions accredited by the Kuwait Ministry of Higher Education can be found on their website at:

<http://www.mohe.edu.kw>.

The Office of the Registrar evaluates official documents showing previous college-level work completed. AUK academic divisions determine how and if credit will apply toward specific degree programs.

Grades and quality points earned in courses accepted for transfer will not be included in the GPA earned at the American University of Kuwait; however, articulated credits will be applied toward the number of credit hours required for graduation.

A maximum of 60 credit hours from two-year and four-year institutions of higher education approved by the Ministry of Higher Education with a grade of “C” or above may be considered for transfer evaluation. Academic departments determine the credit hours that apply towards a specific degree program. “C-” grades are not eligible for transfer credit.

The undergraduate admission decision for transferring students is based upon cumulative transfer GPA and earned credit from all prior undergraduate coursework. Consequently, all coursework taken prior to the semester of admission to AUK must be evaluated for possible transfer credit as part of the admission process. **Requests for evaluation and articulation of credit earned will not be considered if courses were not disclosed at the time of application to AUK.**

Conversion of Quarter Hours to Semester Hours

A quarter hour is worth only .67 of a semester hour. To convert quarter hours to semester hours, divide by 1.5 and vice versa.

All undergraduate students are required to take the placement exam administered by the University. Exemptions from the English tests are made for students who have earned 24 credits or more in English-speaking institutions, and received credit for English 101. Exemptions from the Mathematics tests are made for students who have earned equivalent credit for college level Mathematics.

The purpose of the placement exam is to determine whether there is a need for remedial coursework before taking college English Language and/or Mathematics courses. All students must sit for the Arabic Placement exam. No student is allowed to sit for certain placement tests more than once in any given semester. Students may be allowed to retake the ACCUPLACER test only when faced with extenuating circumstances. A fee will be assessed for retake tests.

PRE-UNIVERSITY INTENSIVE ENGLISH PROGRAM

Applicants who do not meet the English competency for admission purposes may be required to take between one and three semesters of Intensive English. The duration of the program will be determined by a placement test administered by the Intensive English Department. Pre-University Intensive English Program applicants must submit:

- 1) Complete Application Form with a nonrefundable application fee.
- 2) Official high school and/or university-level transcripts complete up to the time of application.
- 3) High School Equivalency certified by the Kuwait Ministry of Education.
- 4) Results of the AUK Language Placement Test.
- 5) A personal essay composed by the applicant.

Students successfully completing the Intensive English Program and wishing to continue at the Undergraduate level must submit an application to the Office of Admissions and satisfy the Undergraduate admission requirements for the intended semester of enrollment.

ADMISSION GRADE POINT AVERAGE REQUIREMENTS

The following is a list of some common high school systems and the corresponding minimum high school GPA or equivalent requirements for admission to AUK. All applicants must provide official transcripts for all years in secondary school along with any final test scores. All applicants seeking admission to AUK must submit a high school equivalency certified by the Kuwait Ministry of Education.

First Year Admission:

All First Year students seeking admission to AUK must provide a high school equivalency certified by the Kuwait Ministry of Education and satisfy the following minimum high school GPA requirements:

HIGH SCHOOL SYSTEM	EQUIVALENCY	MINIMUM REQUIREMENT
Government System (Percentage)	Not- Required	60%
Government System (Modular)	Not- Required	2.00
American System	Required	2.00
Arabic Private	Required	2.00 or equivalent
Bilingual System	Required	2.00
British System	Required	6 IGCSE with minimum of “D” or 60% cumulative average [1]
French Baccaalaureate or equivalent	Required	Completion of Baccaalaureate required with minimum average score of 12 or 60% cumulative average
Indian System	Required	Completion with a minimum cumulative average of 60% or equivalent for either: Higher Secondary School Certificate; Intermediate Examination Certificate; “All India Senior School” Certificate
International Baccaalaureate	Required	Completion of Baccaalaureate with 6 subjects (at least 3 at the higher level) and a minimum score of 24
Iranian System	Required	Completion of degree required with minimum average score of 12 or 60% cumulative average
Pakistani System	Required	Higher Secondary School Certificate (Part II) required with a minimum average of 40 or 2.00 GPA equivalent

[1] Ministry of Education Arabic and Religious Studies may each substitute for an IGCSE.

High School systems not covered above will be addressed on a case-by-case basis and will require at least a passing grade as well as Kuwait Ministry of Education equivalency.

Students Transferring with at Least 24 Attempted Semester Credit Hours:

Students seeking to transfer to AUK who have attempted at least 24 semester credit hours from colleges or universities approved by the Ministry of Higher Education must satisfy the following minimum requirements: “C-” grades are not eligible for transfer.

- 1) Must have a minimum cumulative transfer GPA of 2.00 from all prior institutions.
- 2) Courses taken at institutions approved by the Kuwait Ministry of Higher Education with a grade of “C” or above may be considered for transfer evaluation. A maximum of 60 credit hours of transfer credit may be awarded to students admitted under Transfer admission. “C-” grades are not eligible for transfer.
- 3) Must meet the AUK English proficiency requirement.
- 4) Students may be required to submit an official evaluation of courses attempted if the transfer institution is not based on the American model of higher education.

Students Transferring With Fewer Than 24 Earned Semester Credit Hours

Students seeking to transfer to AUK from colleges or universities approved by the Kuwait Ministry of Higher Education with fewer than 24 earned semester credit hours may apply for First Year admission and must satisfy the following minimum requirements:

- 1) Must have received their high school equivalency certified by the Kuwait Ministry of Education and satisfy the aforementioned minimum high school GPA requirements.
- 2) Courses taken at universities approved by the Kuwait Ministry of Higher Education with a grade of “C” or above may be considered for transfer evaluation. First Year students may transfer a maximum of 23 semester credit hours to AUK. “C-” grades are not eligible for transfer.
- 3) Students may be required to submit an official evaluation of courses attempted if the transfer institution is not based on the American model of higher education.

Applicants must meet English competency for admission purposes. The awarding of English 101 credit is based upon the student meeting competency and the evaluation of the credit earned. Students may be required to take the English Placement exam regardless of whether they have taken college level English at a previous institution.

Students transferring with 2-Year Diplomas:

Students who have completed a 2-year Diploma from an institution approved by the Kuwait Ministry of Higher Education and who seek Undergraduate admission to AUK must satisfy the following minimum requirements:

- 1) Must present a high school equivalency certified by the Kuwait Ministry of Education.
- 2) Have a minimum GPA of 2.00 from an institution approved by the Kuwait Ministry of Higher Education.
- 3) Courses taken at the approved institution with a grade of “C” or above may be considered for transfer evaluation. “C-” grades are not eligible for transfer. A maximum of 60 credit hours of transfer credit may be awarded.
- 4) Applicants may be required to submit an official evaluation of courses attempted if the transfer institution is not based on the American model of higher education.
- 5) Applicants must meet the minimum English proficiency requirement.

ADDITIONAL INFORMATION FOR APPLICANTS

AUK APPLICATION FORM

The AUK Application Form may be completed online or downloaded from the AUK Office of Admissions website at <http://www.auk.edu.kw>. The Application Form must be completed in full and signed by the applicant, guaranteeing that all information provided is complete, truthful and accurate. Submission of inaccurate and/or intentionally misleading information on the admissions application may result in disciplinary action or the student's acceptance into AUK being revoked.

HIGH SCHOOL TRANSCRIPT

One official and sealed copy of an applicant's high school transcript must be submitted with the Application Packet, which should list the subjects studied, grades earned, and diploma awarded. Unofficial or unsealed copies of transcripts will not be accepted in lieu of official documents. If the transcript is in a language other than Arabic or English, the transcripts should be accompanied by a certified English translation.

If an applicant is still in the final year of high school at the time of submission of an application, the transcript should include his/her GPA covering the first semester of that year. It is possible to accept applicants provisionally based upon nearly complete documentation. However, students who are provisionally accepted into AUK must submit an official final transcript from their high school. The Office of Admissions reserves the right to adjust the admission status or deny admission to a provisionally accepted applicant if the GPA on their official final high school transcript fails to meet AUK admission standards.

If an applicant has already graduated from high school, the transcript must be an official final transcript received upon graduation from high school. Applicants who have completed their high school education in Kuwait must have the transcript certified and stamped by the Kuwait Ministry of Education. International high school applicants are responsible for securing the high school equivalency certification through the Kuwait Ministry of Education. Kuwait Ministry of Education certified transcripts are never considered expired by AUK. International students graduating from high schools outside of Kuwait must submit their final official transcripts and admissions application by the International Student Application deadline.

HIGH SCHOOL EQUIVALENCY

All AUK applicants are required to provide a high school equivalency certified by the Kuwait Ministry of Education. AUK will not accept responsibility for securing high school equivalency certifications.

PERSONAL ESSAY

Applicants must submit a typed personal essay written in English with the Application Packet. More information on the topic and format of the essay is provided on the Application Form. Similar to every other portion of the Application Packet, the personal essay is considered confidential, and will only be read by the AUK Admissions Counselor.

APPLICATION FEE

All applicants must submit a non-refundable application-processing fee of **KWD 35** with the Application Packet. Packets received without the fee will not be processed or reviewed. Only fees paid by check or money order made payable to the American University of Kuwait may be enclosed in the Application Packet envelope. If students wish to pay cash, they may do so at the AUK Finance Department and then submit a copy of their cash receipt with the Application Packet. **Government Scholarship students are also required to pay the admissions application fee.**

EVIDENCE OF ENGLISH PROFICIENCY

All applicants are required to demonstrate English Proficiency. English proficiency for admission purposes is achieved by:

- 1) TOEFL score of 68 on internet based exam, 190 on computer based exam or 520 on paper based exam.
- 2) Critical reading score of 450 or above on SAT 1.
- 3) IELTS Academic score of Band 5.5 or higher.
- 4) Completion of AUK Language Placement Test with minimum score for undergraduate level.
- 5) Successful completion of at least 24 semester hours from an approved university where English is the language of instruction.
- 6) Successful completion of AUK Pre-University Intensive English Program.

Applicants who do not qualify for admission to the undergraduate program due to lack of English proficiency will be considered for admission to the Pre-University Intensive English Program.

To have an official TOEFL score report sent to the Office of Admissions, AUK's official Designated Institution (DI) Code (8444) must be included in the appropriate place on the TOEFL exam paper. Official scores take anywhere between four to six weeks to reach AUK from the Educational Testing Services (ETS).

OPTIONAL EXAMINATIONS

SAT II: Subject Tests

AUK does not require the SAT I Reasoning Test or any SAT II: Subject Tests for admission. However, applicants who have taken any of these tests are encouraged to submit these scores along with their Application Packet. High scores will help determine an applicant's chance for success at AUK, and will add favorably to his/her overall application material.

AUK will not automatically award course waivers or course credits for any SAT II: Subject Tests. Scores will be used for admission and placement purposes only.

Scores should be no more than two years old at the date of application. The official score report must be sent to AUK directly by ETS. In order to have an official score report sent to AUK by ETS, AUK's official Distinguished Institution (DI) Code (4185) must be included in the appropriate place on the SAT II exam paper.

Advanced Placement (AP)

AUK awards college credit for scores of 3 or higher on certain Advanced Placement examinations for the corresponding AUK courses. The student will receive the relevant credit hours for the corresponding course without having to take the course at AUK. However, grades received in the AP course in high school will not be factored into the student's GPA at AUK. The earned AP credit will count towards the minimum 120 credit hours needed for the degree programs. If a student subsequently takes and receives credit for a course for which AP credits have been awarded, the AP credits will be removed.

The official score report must be sent to AUK directly by ETS. To have an official score report sent to AUK by ETS, AUK's official Distinguished Institution (DI) Code (4185) must be included in the appropriate place on the AP exam paper.

A-Level (IGCSE)

AUK awards college credit for students earning A Level subjects above a minimum of 8 different IGCSE subjects with a minimum grade of “C” for each subject. Only subjects classified as academic (including arts and creativity group subjects) will be considered for corresponding AUK courses. Contact the Admissions Counselor for further information.

International Baccalaureate (IB)

AUK awards college credit for scores of 4 and above on certain International Baccalaureate (IB) examinations for up to 6 corresponding AUK courses in the Arts and Sciences, provided these are higher level IB examinations. Contact the Admissions Counselor for further information.

ADMISSION APPLICATION TIMELINES

Admission into the incoming class is competitive and limited. As the Office of Admissions will admit applicants on a first come, first served basis until the incoming admissions class reaches full capacity, applicants are strongly encouraged to submit their admissions application and all required documentation as early as possible. AUK will not accept applications after the published application deadline or after the incoming admissions class has reached full capacity.

The application deadlines which are subject to change based upon capacity are as follows:

UNDERGRADUATE APPLICANTS (FIRST YEAR AND TRANSFER)	
SEMESTER	APPLICATION DEADLINE
Fall	1 September
Spring	1 February
Summer	1st Day of Summer Classes

PRE-UNIVERSITY INTENSIVE ENGLISH APPLICANTS	
SEMESTER	APPLICATION DEADLINE
Fall	1 September
Spring	1 February
Summer	1st Day of Summer Classes

International Student Admission Deadlines:

The Office of Admissions will accept and review admissions applications from international applicants according to the following deadlines:

UNDERGRADUATE AND PRE-UNIVERSITY INTENSIVE ENGLISH APPLICANTS	
SEMESTER	APPLICATION DEADLINE
Fall	1 August
Spring	1 January
Summer	1 May

For more information and updates, please refer to the Office of Admissions or check the AUK website:
<http://www.auk.edu.kw>.

CONDITIONAL ADMISSION

Applicants who are currently enrolled in high school or another university/college may receive conditional admission to the American University of Kuwait. In these cases, the applicant's undergraduate admission remains conditional pending completion of in-progress coursework.

If a student submits a final transcript that no longer meets AUK's admission requirements, fails to meet the Kuwait Ministry of Education's equivalency requirements, or the student cannot provide a final high school transcript certified by the Kuwait Ministry of Education, the student's acceptance to AUK will be rescinded and the student will be prevented from continuing their studies at AUK until s/he has satisfied these requirements. Students who have their admission to the American University of Kuwait rescinded for failing to satisfy these requirements will not be entitled to any refund of their tuition or University fees. Conditional admits will be prevented from registering in subsequent terms until Admissions files have been completed.

VISITING STUDENTS

Visiting students who plan to earn a degree from another institution and wish to take courses at the American University of Kuwait in the Fall, Spring and/or Summer semesters will be evaluated on a case-by-case basis. Students may visit for up to a maximum of one year or earn up to 30 semester hours. Special programs allow for students to visit up to two consecutive academic semesters. Visiting students must complete an Application Packet and meet the English Competency requirement. In addition, students are to present documentation from their home institutions to the Office of Admissions certifying that they are currently enrolled at another institution, are academically eligible to return to their home institution and/or on a leave of absence, or are eligible to take courses at the American University of Kuwait. Visiting students should check with the Office of Admissions regarding registering for classes and tuition payment deadlines.

SECOND BACHELOR'S DEGREE

American University of Kuwait students and alumni may earn a second degree in another degree program (B.A., B.S., B.E. or B.B.A.). The second degree earned will be noted on the graduate's transcript. A second diploma may be requested by the student when s/he applies to graduate. Students who elect to receive a second diploma will need to pay an additional diploma fee.

For the former graduate, any additional courses needed to complete the desired degree requirements must be taken, for a combined minimum of 150 credits. The new degree program must not be in the Minor field of the first degree. Former graduates declare the catalog year of reinstatement for second degree programs. The student must formally declare the second degree program in the Office of the Registrar. Readmission into degree-seeking status after graduation is accomplished through the Office of Admissions.

Post-graduate students with a previously earned Bachelor's degree from another institution may earn a second Bachelor's degree in another field. The student must complete all degree requirements and meet all residency requirements stated in the catalog in effect when the student enters degree-seeking status at AUK. Such students will apply for graduation, pay graduation fee, and receive the transcript and diploma indicating the completion of the appropriate degree program.

NON-DEGREE STATUS

The American University of Kuwait may offer non-degree admission to individuals who wish to enroll in undergraduate credit courses but are not pursuing an undergraduate degree program. Non-degree students may earn up to 12 credit hours.

Credits earned in courses with a grade of “C” or better at the American University of Kuwait in non-degree status may be transferred and applied to a degree program in the College of Arts and Sciences if the student is subsequently admitted into an undergraduate degree program. Students seeking to change status to degree-seeking must meet all admission requirements and have a minimum cumulative 2.00 GPA in the non-degree status.

ACADEMIC STANDARDS FOR NON-DEGREE PURSUING STUDENTS

Non-degree status students are held to the same academic and AUK Student Code of Conduct standards as degree-seeking students. Students with less than a 2.00 GPA are subject to academic standards of progress limitations. Non-degree students are also subject to pre- and co-requisite requirements as defined in the catalog.

TRANSFERRING FROM NON-DEGREE STATUS TO DEGREE-SEEKING STATUS

To apply for degree-seeking status, a non-degree student must meet all AUK undergraduate admission requirements for the semester of intended admission and must submit all appropriate application materials and supporting documents to the Office of Admissions. Students may apply a maximum of 30 credit hours earned in courses passed with a grade of “C” or higher taken in non-degree status at AUK toward a degree program. Students are still required to meet English proficiency requirements for admissions purposes.

APPLICANTS WITH DISABILITIES

The University provides accommodations to applicants with certain disabilities. Students requiring accommodations should contact the Student Success Center for evaluation and determination of whether accommodations can be provided. This information will be treated confidentially.

ACADEMIC SCHOLARSHIPS

AUK awards a limited number of merit-based academic scholarships to our most academically deserving applicants. Students who are awarded a scholarship must maintain a 3.00 GPA or better and complete at least 70% of courses attempted in order to retain their scholarship. Scholarship applications will be evaluated on various academic measures, including but not limited to high school and/or university GPA, TOEFL scores, and class rank.

SCHOLARSHIP APPLICATION PROCESS

The following documents must be submitted before the Scholarship Application is considered complete:

- 1) Complete admissions application and payment of the application fee.
- 2) Complete Scholarship Application.
- 3) Official transcript(s) indicating courses and grades earned and/or currently in progress (required of both First Year and Transfer applicants).
- 4) Proof of English proficiency.

To be eligible for consideration for an academic scholarship, completed applications must be submitted to the Office of Admissions by the scholarship deadline identified on the Office of Admissions website.

DEFERRED ADMISSION

Admitted students may defer admission to the American University of Kuwait for up to two academic years. Students who decide to defer admission to a future semester must notify the Office of Admissions in writing of this decision prior to the first day of classes of the admission semester. To apply for admission for a future semester, deferred students must provide the Office of Admissions with an updated Application Form as well as re-submit updated academic transcripts in accordance with the admissions deadlines for that future semester.

READMISSION AND REINSTATEMENT

Any student at the American University of Kuwait who voluntarily withdraws or is dismissed for academic deficiency must apply for readmission in order to re-enroll. All students who have attempted course work at other colleges or universities must have their transcripts sent to the Office of Admissions. Transfer students must meet GPA requirements and all admission requirements and deadlines. In making readmission or reinstatement decisions the following guidelines will be used:

- 1) Students who voluntarily withdraw from the American University of Kuwait in good academic standing and are seeking readmission must meet all admissions requirement as per the re-entry catalog.
- 2) Students who have been dismissed from the American University of Kuwait for academic deficiency will be considered for reinstatement following the prescribed suspension period. Reinstated students may return to AUK for a period of one year (two consecutive regular semesters and a Summer) with specific conditions. If the reinstated student has not increased his/her cumulative AUK GPA to a minimum of 2.00 by the end of the reinstatement period, the student will be academically dismissed without appeal.
- 3) Students who voluntarily leave the American University of Kuwait while on academic probation may be reinstated, but under the conditions outlined in 2 above.

Readmitted and reinstated students must follow the same admission timelines required of all other applicants, unless written permission to study at another collegiate institution was secured in advance. Students who have been granted an official leave of absence may resume their studies without applying for readmission.

INTERNAL/GOVERNMENT SCHOLARSHIPS FROM THE PRIVATE UNIVERSITIES COUNCIL (PUC)

GENERAL RULES AND CONDITIONS FOR SCHOLARSHIP RECIPIENTS

- 1) The scholarship recipient must abide by all decisions and bylaws issued by the Private Universities Council.
- 2) The recipient must abide by the policies and procedures of the American University of Kuwait.
- 3) The recipient cannot change his/her PUC assigned major without prior approval of AUK and the PUC Scholarship Committee.
- 4) The recipient cannot register for less than 12 credit hours per semester, unless s/he is enrolled in a language and/or preparatory courses; in which case s/he is permitted to register for 6 credit hours.

- 5) The recipient should maintain a minimum GPA of 2.00 (“C” average); if s/he fails to maintain the minimum GPA:
 - The University issues a first warning stating that the student must raise their GPA by the following semester;
 - If the GPA continues to be low, a second warning is issued;
 - In the case of a third warning, the University informs the PUC Scholarship Committee about the dismissal of the student from the University.
- 6) Students should not withdraw from courses after the Drop/Add period. Should the student decide to do so for any reason, the student will be liable to cover the fees of these courses.
- 7) The Scholarship covers the cost of a minimum of 120 credit hours toward the recipients major.
- 8) Students can declare a double major or a double concentration, or a minor as long as it falls within the minimum of 120 credit hours graduation requirements.

TUITION FEES COVERED BY THE PUC SCHOLARSHIP:

1) **Scholarship Students Admitted Based on a High School Certificate:**

The PUC Scholarship covers 2 semesters of Intensive English and 2 semesters of Math Remedial courses. If a student requires more than this they sign a statement declaring that they will finance it themselves.

2) **Scholarship Students Admitted Based on their College Diploma:**

The PUC Scholarship covers 1 semester of Intensive English and 1 semester of Math Remedial courses for college diploma holders.

3) **AUK Honor Students & Transfer Students on PUC Scholarship:**

The PUC Scholarship does not cover any remedial courses for these categories

DEFERRING (FREEZING) THE SCHOLARSHIP:

General Rule:

If the student has a health issue s/he must fill in the PUC Deferral Form and attach reports certified by the Ministry of Health in the State of Kuwait confirming the illness. The student must have been enrolled for and completed at least one semester as a scholarship student.

Scholarship Students Admitted Based on High School Diploma:

The scholarship is put on hold if the student fails to complete the IEP and/or preparatory courses within the 2 semester limit. If a student fails s/he has to pay for repeating it; upon successful completion of the failed semester, the PUC will proceed with payment of the other semester.

Scholarship Students Admitted Based on their Diploma:

The scholarship is put on hold if the student fails to complete the IEP and/or preparatory courses within the 1 semester limit. If a student fails, s/he has to pay for repeating it; upon successful completion of the failed semester, the PUC will proceed with payment of the following semester.

PROCEDURES FOR DEFERRAL

The PUC Scholarship Committee will review requests to defer the scholarship only for students who meet the following requirements:

- 1) Student must have been enrolled for and completed at least 1 semester as a scholarship student.
- 2) Students with mitigating circumstances that prevents them from studying (proof to be attached).
- 3) Deferral period is only for 1 semester (Summer semester not included). Period can be extended if approval is granted by the PUC Scholarship Committee.
- 4) Deferral requests are to be submitted to the Office of the Registrar a semester PRIOR to the semester to be deferred.

WITHDRAWAL FROM SCHOLARSHIP:

1) Withdrawal With Justification (due to extenuating circumstances):

In this case, and only upon approval of the PUC Scholarship Committee, the student will not be required to reimburse the PUC for the scholarship money spent on him/her.

2) Withdrawal Without Justification:

In this case the PUC will require a financial reimbursement from the student. The amount due is assessed and decided by the PUC Scholarship Committee.

Students withdrawing from AUK, without submitting a Scholarship Deferral Form with supporting documents, will immediately forfeit their scholarship award.

DISMISSAL FROM SCHOLARSHIP PROGRAM:

The student is dismissed in the following cases:

- 1) S/he fails to follow up with the University within the allotted time frame after the names of scholarship recipients are announced.
- 2) S/he has received three warnings.

When dismissed for any of the aforementioned reasons, the student is expected to reimburse the scholarship money to the PUC.

PROCEDURES FOR CHANGE OF MAJOR

The PUC Scholarship Committee will review change of major requests for students who meet the following requirements:

- 1) Students who have earned a minimum of 24 credits and a maximum of 60 credits at AUK. This does not include Intensive English and/or remedial courses or any transferred credits.
- 2) Students must have a minimum AUK cumulative GPA of 3.00.
- 3) Priority is granted to students with the highest GPA and will depend on availability of seats within each major.
- 4) Students will be responsible for covering any additional cost initiated by the transfer, including courses covered by the scholarship but are not transferable to the new major.
- 5) AUK will approve or disapprove the request to change a major indicating the availability of human and physical resources and taking into consideration the fulfillment of AUK requirement for Change of Major.
- 6) Change of Major application forms may be collected at the Office of the Registrar during the last week of classes for the Fall and the Spring Semester.

REGISTRATION GUIDANCE

PLACEMENT, ADVISING AND REGISTRATION (PAR)

Prior to the start of the Fall, Spring and Summer semesters, the University conducts a mandatory Placement, Advising and Registration (PAR) program for all incoming students. PAR includes placement testing (English, Math, and Arabic) for undergraduate courses, academic advisement, and registration. **PAR is required for all first time AUK students.**

PLACEMENT TESTING

AUK wants all students to be successful in accomplishing their educational goals. Therefore it is important to evaluate the admits level of preparation in English, Math, and Arabic as part of the registration process. All new students admitted into AUK are required to take the ACCUPLACER exam for assessment in English and Math as well as an Arabic exam as part of the registration process. Students whose placement scores do not meet the required college level scores for registration in College English or Math will be required to remediate. Students will be placed in courses known as college preparatory courses, which are designed to provide the skills to enhance chances of success in collegiate level courses. College preparatory courses are required but will not be used for credit towards completion of the bachelor's degree. Transfer students who have articulated college English or Math may be exempt from the Placement exam for that subject. All students will also sit for an Arabic Placement exam to determine the appropriate Arabic course to meet general education requirements. There will be no exemptions.

Students placing into remedial courses are expected to complete those courses during the first term of enrollment.

ADVISEMENT

All incoming and non-declared students receive academic advising through the Student Success Center. For first time admits to AUK, the student educational plan is based upon placement results. To help facilitate the advisement process, students are encouraged to become familiar with the catalog and requirements for degree completion. The academic or peer advisor will assist the student in the identification and selection of courses to meet general degree requirements. Once the courses are identified in the advisement session, the student is then eligible to begin registration.

Students placing into remedial courses are expected to complete those courses during the first term of enrollment.

REGISTRATION

The registration process at AUK occurs online through Self-Service. Students are trained on the use of Self-Service during the PAR program. Through Self-Service students will be able to search for classes and develop a schedule that meets their academic goals. Registration in absentia or through a proxy is not permitted. Students are expected to make sure that all documents required for finalizing their admission are submitted to the Office of Admissions before the term begins. Students with incomplete files will not be allowed to register for subsequent terms.

STUDENT TUITION FEES AND CHARGES 2009 - 2010

The following student tuition fees and other charges are scheduled for the 2009-2010 academic year. Fees and tuition are subject to change without notice by the Board of Trustees. Updated fee information, and payment deadlines and procedures are available on the AUK website at

<http://www.auk.edu.kw>.

STUDENT FEES AND CHARGES

STUDENT FEES and CHARGES	KWD	
TUITION FEES (1)		
Undergraduate Degree Program (2)	175	Per credit hour
Intensive English Program	1,635	Per semester
Application (3)	35	Non-refundable
Enrollment Deposit	100	Non-refundable, but adjusted with tuition fees
OTHER FEES and CHARGES (4)		
Special Course and Activity (5)	as determined	Per course/activity
Library (6)	15	Per semester
Technology (6)	50	Per semester
Student Activity (6)	50	Per semester
Graduation	50	Per graduate
Diploma Re-Issuance Fee	10	Per diploma
Deferred Payment Service Charge	10	Per installment
Late Payment (7)	25	Per payment

NOTES:

- 1) Tuition fees are 90% refundable before the last day of the first week of classes, 50% refundable before the last day of the second week of classes, and non-refundable thereafter (except in extenuating circumstances).
- 2) Tuition fees for courses in the Undergraduate Degree Program are applicable to all students whether they are enrolled as degree-seeking students or not.
- 3) The application fee is charged for processing a candidate's application and must be included with the Application Packet or paid in the AUK Finance Department.
- 4) Other fees and charges are non-refundable.
- 5) A Special Course and Activity fee may be charged for courses and activities with extraordinary costs as determined by the Executive Director of Finance and Administration.
- 6) Library, Technology, and Student Activity fees are reduced by 50% for Summer semester.
- 7) Students will be charged the amount of **KWD 25** when paying any of the monthly installments 15 days after the due date (end of each of month).
- 8) Fees and charges for Continuing Education courses, programs, and activities are determined on a course/program/activity basis.
- 9) Library fines are determined and administered by the Director of Library.
- 10) Students are responsible for the cost of their textbooks and other course materials and supplies.
- 11) Siblings attending AUK may be eligible for a tuition fee discount – contact the AUK Finance Department for further information.

Fees and charges are payable in the AUK Finance Department located on the first floor of the Administration Building, or online through the payment gateway in Banner Self-Service.

ENROLLMENT DEPOSIT

Once an application has been accepted and the applicant has received an Offer of Admission from AUK, the applicant is required to confirm his/her enrollment in AUK by submitting a KWD 100 non-refundable Enrollment Deposit to the AUK Finance Department. The deposit will be credited to the student's first tuition amount.

If the AUK Finance Department does not receive the Enrollment Deposit, it is considered that the applicant will not be attending AUK, and s/he cannot register for courses.

LEGAL CONTRACT

By registering for AUK courses, a student is entering into a legally binding contract with AUK and is obligated to pay all related tuition and fees, including any non-refundable fees.

PAYMENT OF FEES AND CHARGES

Before classes begin, students are expected to settle accounts or to have made satisfactory arrangements for payment of their fees and charges. Fees and charges are payable in the AUK Finance Department, or online through the payment gateway in Self-Service.

AUK accepts the following methods of payments:

- Cashier's Checks
- Debit Cards
- Credit Cards
- Cash
- Online payment through AUK's website.

Students should retain a copy of receipt of payment.

DE-REGISTRATION

All registered students who have not paid their tuition fees or made financial arrangements with the Finance Department will be automatically dropped from their courses at the end of the day that tuition and fees are due. The University is not responsible for the re-registration of students dropped for non-payment.

NON-PAYMENT

AUK reserves the right to recover the total amount due, including any additional costs incurred as a result of a collection process or legal action, and, if necessary, to forward financial obligations owed to AUK to a collection agency and/or to initiate legal proceedings.

TUITION FEES REFUND

Students may apply for a refund of tuition as follows:

- 1) Dropping courses per the provision outlined in the University Catalog,
- 2) Withdrawal from AUK per the provision outlined in the University Catalog, or
- 3) Due to "extenuating circumstances."^[2]

Students petitioning for a refund based on extenuating circumstances must:

- 1) Withdraw from courses by completing a Withdrawal (from AUK) Form and submitting it to the Office of the Registrar.
- 2) Provide a letter of request and verifiable written documentation supporting the request to the Director of Finance.
- 3) Petitioning for a refund does not guarantee that a refund will be awarded.

Students will be receiving their refunds either in Cash or Check in their names.

FINANCE HOLDS

The AUK Finance Department will place a “hold” on those students who fail to meet their financial obligations to AUK, including on-time payment of their respective payment plan. A “hold” prevents students from, among other things, collecting their AUK transcripts and registering for future classes.

PAYMENT OPTIONS

1) Full Payment

All tuition and fees are paid on the day of registration. This means that students pay in full the tuition and fees upon completion of their registration. For example; if a student registers for 15 credit hours (each credit hour is KWD 175), s/he pays KWD 2,625, plus KWD 115 for other fees (Library Fee, Student Activities Fee and Technology Fee) for a total of KWD 2,740. After consideration of his/her enrollment deposit, his total fee to pay at registration is KWD 2,640.

2) Deferred Payment Scheme

Should students decide to participate in the Deferred Payment Scheme, they pay 50% of their tuition and fees upon completion of their registration (inclusive of the enrollment deposit for newly admitted students). The remaining 50% is paid over a 3-month period, with each payment made on or before the 30th of each month following the month of registration. A University service charge of KWD 10 is added to each installment.

SUMMER TERM PAYMENT AND FEES

Summer Term payment and fees are due at the time of Registration. Library, Technology, and Student Activity fees are reduced by 50% for the Summer term. Students should consult the AUK website for fee deadlines.

[2] “Extenuating circumstances” may include death of an immediate family member parent, sibling, or grandparent, call to military duty or medical illness requiring hospital stay.