ADMISSION, REGISTRATION GUIDANCE and TUITION

ADMISSION APPLICATION DEADLINES

ADMISSION PROCESS
- AUK Application Form
- Personal Essay
- Application Fee
- Step I: Application
- Step II: Confirmation and Enrollment Deposit
- Step III: Final Transcript(s)

ADMISSION CATEGORIES
- New First-time College Students
- Transfer Students
- Non-Degree Students
- Visiting Students
- Students with a Bachelor’s Degree
- Conditional Admission
- Deferred Admission
- Readmission

ADMISSION REQUIREMENTS
- English Proficiency
- Admission Grade Point Average Requirements
- Program Admission Requirements
- First Year Students
- Transfer Students
- Transfer of Credits

ADDITIONAL INFORMATION FOR APPLICANTS
- Medical/Health Disclosure
- Optional Examinations
  - Advanced Placement (AP)
  - A-Level (IGCSE)
  - International Baccalaureate (IB)

REGISTRATION GUIDANCE
- Placement Testing, Student Orientation and Registration (SOAR)
- Placement Testing
- Advisement
- Registration

TUITION & FEES 2012-2013
- Payment Methods
- Enrollment Deposit
- Legal Contract
- Payment of Fees and Charges
- Non-Payment
- De-registration
- Tuition Fees Refund
- Holds
- Payment Options
The American University of Kuwait places special emphasis on quality education that is rooted in the liberal arts philosophy and based on the American Model of Higher Education. 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. In order to ensure AUK can provide disability accommodations if required, disclosure of accommodation requests should be made at the time of application. Prospective students will be informed if AUK has the resources to accommodate the request.

AUK is particularly interested in attracting students who have demonstrated academic achievement and seriousness of purpose, and who recognize the value of a broad educational experience as an important component of their personal and professional development.

Initially established as an open admissions institution, AUK intends gradually to become more selective in its admission to undergraduate studies, with the expectation that individuals whose performance at the secondary level was outstanding and who perform well on various standardized examinations are more likely to succeed at the University. In planning this evolution, AUK recognizes the extraordinary challenges posed by the varied educational systems from which students in Kuwait and the region graduate. The evolving admission requirements which students may be expected to meet include various measures of English language proficiency, standards based upon the records established by applicants in their previous educational experiences, high school grade point averages and performance on available standardized tests or those that may be developed in the future.

AUK serves:

1. Kuwaiti nationals and expatriates living in Kuwait who seek higher education based upon American standards and models but grounded in the local cultures and traditions;
2. International students who may wish to study at AUK on a full-time, part-time, or intermittent basis, whether for cultural enrichment or for other reasons.

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, all previous college level coursework, personal essay, extracurricular activities, and the comparison of an applicant’s overall competencies against those of other applicants. All applicants must abide by the application deadlines for full consideration.

The Office of Admissions is responsible for admitting all undergraduate (First Year and Transfer) and Intensive English students to the University. Students, with exception of Government and AUK Scholarship 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 (less than 12 credit hours per semester). Visiting and Non-degree students are also eligible for admission to the American University of Kuwait if they meet the admissions requirements.

The minimum standards required for admission to the AUK undergraduate program include (1) a high school grade point average of at least 2.25 from an American-styled secondary school or
the equivalent thereof, and (2) English language proficiency as determined by the TOEFL, IELTS, and other diagnostic measures. Applicants who do not qualify for admission to the undergraduate program due to lack of English language proficiency will be considered for admission to the AUK Intensive English Program.

The institution has very limited resources to allocate for scholarships, work-study programs, and other forms of financial assistance. Therefore students are expected to be able to manage the expenses associated with an education at AUK.

**ADMISSION APPLICATION DEADLINES**

As Admission into the incoming class is competitive and limited, 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. Please note that the application deadlines are subject to change based upon capacity.

The Office of Admissions will accept and review applications according to the following deadlines:

<table>
<thead>
<tr>
<th>SEMESTER</th>
<th>APPLICATION DEADLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Admission for Fall</td>
<td>January 30, 2012</td>
</tr>
<tr>
<td>Fall</td>
<td>August 28, 2012</td>
</tr>
<tr>
<td>Spring</td>
<td>January 17, 2013</td>
</tr>
<tr>
<td>Summer</td>
<td>May 29, 2013</td>
</tr>
</tbody>
</table>

*International Student Admission Deadlines:*

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

<table>
<thead>
<tr>
<th>SEMESTER</th>
<th>APPLICATION DEADLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>August 1, 2012</td>
</tr>
<tr>
<td>Spring</td>
<td>December 24, 2013</td>
</tr>
<tr>
<td>Summer</td>
<td>May 1, 2013</td>
</tr>
</tbody>
</table>

**ADMISSION PROCESS**

**AUK APPLICATION FORM**

The complete Application Packet, including all material listed under Admissions Requirements must be submitted to the Office of Admissions. Prospective students are encouraged to complete the online application which can be found on the AUK website at [www.auk.edu.kw](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. 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 the student’s acceptance into AUK being rescinded.

**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 Committee.
APPLICATION FEE

All applicants must submit a non-refundable application-processing fee of 35 KWD 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. Scholarship students are also required to pay the admissions application fee.

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 as received. 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 four (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 pay a 100 KWD non-refundable enrollment deposit. Tuition deposits are to be paid 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 Student Orientation, Advisement and Registration program (SOAR). 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(S)

High School Transcripts

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 rescind the acceptance.

One official and stamped 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 transcript should be accompanied by a certified English translation.

If an applicant is still in the final year of high school at the time of 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 conditionally accepted into AUK are still required to 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 conditionally accepted applicant if the GPA on the official final high school transcript fails to meet AUK admission standards or does not receive Ministry of Education equivalency.

If an applicant has already graduated from high school, the transcript must be an official final transcript. Applicants who have completed their high school education in Kuwait must have the transcript certified and stamped by the Kuwait Ministry of Education. Private 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. Students graduating from high schools outside of Kuwait must submit their final official transcripts and admissions application by the International Student Application deadline.

**University/College Transcript**

Applicants who have attended another college or university are required to provide official transcripts from all institutions attended. This is a requirement regardless of academic standing, grade point average or whether transfer credit is transferable. See below for university/college transfer information.

## ADMISSION CATEGORIES

Students accepted at the American University of Kuwait are classified into categories based upon their goals and educational backgrounds.

### NEW FIRST–TIME COLLEGE STUDENTS

First-Year Students that have never attended a college or university prior to acceptance at AUK. First year students have to meet the high school equivalency requirements and the English proficiency requirement.

### TRANSFER STUDENTS

Transfer Students are students who have previously attended another college or university and wish to continue their education at AUK. Transfer students must provide an official transcript from all previously attended colleges or universities. Regardless of whether students are seeking credit, all previously attended institutions must be disclosed. Transfer students have to meet the English proficiency requirement for admission purposes.

### NON-DEGREE STUDENTS

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 attempt up to 12 credit hours. Non-degree 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 12 credit hours earned in courses passed with a grade of “C” or higher taken in non-degree status at AUK toward a degree program.

### VISITING STUDENTS

Visiting students who plan to earn a degree from another institution and wish to take courses at the American University of Kuwait will be evaluated on a case-by-case basis. Students may visit for up to a maximum of one academic year or attempt up to a total of 30 semester hours. Special programs allow for students to visit up to two consecutive academic semesters. Visiting students are not required to take Math, English and Arabic placement tests if their record shows that they had taken equivalent placement tests or courses at their home institutions and accordingly placed in college courses. Or, if they had taken a pre-requisite to course that is equivalent to AUK pre-requisites. Otherwise, students must meet all AUK undergraduate admission requirements and are to present
documentation from their home institutions (an Advisor’s note) indicating they are allowed to take courses at AUK as a visiting student. Visiting students should check with the Office of Admissions regarding registering for classes and tuition payment deadlines.

**Transferring from Visiting Status to Degree-Seeking Status**

To apply for degree-seeking status, a visiting 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 12 credit hours earned in courses passed with a grade of “C” or higher taken as a visiting student at AUK toward a degree program.

**STUDENTS WITH A BACHELOR’S DEGREE**

**General Requirements**

Students already possessing a Bachelor’s degree may pursue a second Bachelor’s degree in any of the following four degree programs at AUK: Bachelor of Arts, Bachelor of Business Administration, Bachelor of Engineering, or Bachelor of Science. Requirements for completing a second Bachelor’s degree are as follows:

**AUK Graduates**

Students with a Bachelor Degree from AUK are assumed to have met all general education requirements and free electives through their first AUK Bachelor’s degree. They are not subject to any further requirements of general education and electives. They have to complete major requirements for the second Bachelor’s degree specified by individual program sections in this Catalog.

**Non-AUK Graduates**

Students who earned their first Bachelor’s degree from another institution must meet all AUK general education requirements. AUK will evaluate coursework from their first Bachelor's degree for possible transfer of courses. No more than 60 credits may be transferred. Any general education requirements not satisfied by transfer credits must be taken in residence at AUK. These students are subject to the further conditions below:

1. Applicants must have earned their first Bachelor’s degree from an institution approved by the Kuwait Ministry of Higher Education.
2. Applicants who earned their first Bachelor’s degree from an institution whose language of instruction is not English must meet English proficiency requirements for Admissions purposes (see page 38 for English proficiency requirements).

**CONDITIONAL ADMISSION**

Students who are currently enrolled in high school or another university/college may receive conditional admission to the American University of Kuwait. In this case, the student’s undergraduate admission remains conditional pending completion of in-progress coursework for the period of one semester only. The following rules apply:

- If a student fails to submit a certified final transcript, the student’s acceptance to the University will be rescinded and s/he will be prevented from continuing studies at AUK until they satisfy these requirements.

- If a student submits a final transcript that no longer meets AUK’s admission requirements, fails to meet the Ministry of Education’s equivalency requirements, or cannot provide a final transcript certified by the Ministry of Higher Education, the student’s acceptance to the University will be rescinded and s/he will be prevented from continuing studies at AUK until they satisfy 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.
DEFERRED ADMISSION

Accepted students may defer admission to the American University of Kuwait for up to one academic year. 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. Deferred students wishing to matriculate within the initial deferral year must notify the Office of Admissions of their intent by providing a deferral letter as well as updated transcripts in accordance with published admission deadlines. Returning Students must meet all AUK undergraduate admission requirements for the semester of intended admission.

READMISSION

• Students who voluntarily withdraw from the American University of Kuwait in good academic standing and are seeking readmission must meet all admissions requirement and deadlines as per the catalog at the time of re-entry.

• Students dismissed for academic reasons are requested to consult the General Academic Information section of this Catalog (page 55).

• Students who voluntarily leave the American University of Kuwait while on academic probation may be readmitted but must meet the academic standards listed on page 63.

• Students who have been granted an official leave of absence may resume their studies without applying for readmission if within one academic year (Fall, Spring, Summer) of last enrolled semester.

ADMISSION REQUIREMENTS

ENGLISH PROFICIENCY

As instruction at the American University of Kuwait is in English, evidence of English proficiency is required of all undergraduate applicants for admission purposes.

• A composite score of 70 or above on the TOEFL Internet-Based (iBT) with a minimum score of 15 on reading and 17 on writing.

• IELTS (Academic) score of Band 6.0 or higher.

• Completion of the UG Accuplacer with a minimum score of 51 on Reading and 4 on Writing.

• Successful completion of Level 3 in AUK’s Intensive English Program (IEP).

Applicants who do not qualify for admission to the undergraduate program due to lack of English proficiency will be considered for admission to the Intensive English Program.
ADMISSION GRADE POINT AVERAGE REQUIREMENTS

The following is a list of common high school systems and the corresponding minimum high school GPA or equivalent requirements for admission to AUK.

**First Year Admission**

All First Year students seeking admission to AUK must satisfy the following minimum high school GPA requirements in addition to the above:

<table>
<thead>
<tr>
<th>HIGH SCHOOL SYSTEM</th>
<th>EQUIVALENCY</th>
<th>MINIMUM REQUIREMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Government System (Percentage)</td>
<td>Not- Required</td>
<td>65%</td>
</tr>
<tr>
<td>Government System (Modular)</td>
<td>Not- Required</td>
<td>2.25</td>
</tr>
<tr>
<td>American System</td>
<td>Required</td>
<td>2.25</td>
</tr>
<tr>
<td>Arabic Private</td>
<td>Required</td>
<td>65% or equivalent 2.25</td>
</tr>
<tr>
<td>Bilingual System</td>
<td>Required</td>
<td>2.25</td>
</tr>
<tr>
<td>British System</td>
<td>Required</td>
<td>6 IGCSE with minimum of “D” [1]</td>
</tr>
<tr>
<td>French Baccalaureate or equivalent</td>
<td>Required</td>
<td>Completion of Baccalaureate required with minimum average score of 13 or 65% cumulative average</td>
</tr>
<tr>
<td>Indian System</td>
<td>Required</td>
<td>Completion with a minimum cumulative average of 65% or equivalent for either: Higher Secondary School Certificate; Intermediate Examination Certificate; “All India Senior School” Certificate</td>
</tr>
<tr>
<td>International Baccalaureate</td>
<td>Required</td>
<td>Completion of Baccalaurete with 6 subjects (at least 3 at the higher level) and a minimum score of 24</td>
</tr>
<tr>
<td>Iranian System</td>
<td>Required</td>
<td>Completion of degree required with minimum average score of 13 or 65% cumulative average</td>
</tr>
<tr>
<td>Pakistani System</td>
<td>Required</td>
<td>Higher Secondary School Certificate (Part II) required with a minimum average of 42 or 2.25 GPA equivalent</td>
</tr>
</tbody>
</table>

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

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

Certain types of secondary school certificates are accepted only for specific majors at AUK. In addition, certain majors require a certain High School GPA. Please see the table below for program specific admissions requirements.

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>DEGREE AWARDED (Bachelor)</th>
<th>MAJOR</th>
<th>TYPE OF HIGH SCHOOL</th>
<th>HIGH SCHOOL GPA REQUIREMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts and Humanities</td>
<td>Bachelor of Arts</td>
<td>Communication and Media</td>
<td>Literary and Scientific</td>
<td>A minimum GPA of 2.25 or 65%</td>
</tr>
<tr>
<td>Arts and Humanities</td>
<td>Bachelor of Arts</td>
<td>English</td>
<td>Literary and Scientific</td>
<td>A minimum GPA of 2.25 or 65%</td>
</tr>
<tr>
<td>Arts and Humanities</td>
<td>Bachelor of Arts</td>
<td>Graphic Design</td>
<td>Literary and Scientific</td>
<td>A minimum GPA of 2.25 or 65%</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>Bachelor of Arts</td>
<td>International Relations</td>
<td>Literary and Scientific</td>
<td>Scientific - minimum GPA of 2.5 or 70%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Literary - minimum GPA of 2.7 or 74%</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>Bachelor of Arts</td>
<td>Social and Behavioral Sciences</td>
<td>Literary and Scientific</td>
<td>Scientific - minimum GPA of 2.5 or 70%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Literary - minimum GPA of 2.7 or 74%</td>
</tr>
<tr>
<td>Business and Economics</td>
<td>Bachelor of Business Administration</td>
<td>Economics</td>
<td>Literary and Scientific</td>
<td>A minimum GPA of 2.25 or 65%</td>
</tr>
<tr>
<td>Business and Economics</td>
<td>Bachelor of Business Administration</td>
<td>Accounting</td>
<td>Literary and Scientific</td>
<td>A minimum GPA of 2.25 or 65%</td>
</tr>
<tr>
<td>Business and Economics</td>
<td>Bachelor of Business Administration</td>
<td>Finance</td>
<td>Literary and Scientific</td>
<td>A minimum GPA of 2.25 or 65%</td>
</tr>
<tr>
<td>Business and Economics</td>
<td>Bachelor of Business Administration</td>
<td>Management</td>
<td>Literary and Scientific</td>
<td>A minimum GPA of 2.25 or 65%</td>
</tr>
<tr>
<td>Business and Economics</td>
<td>Bachelor of Business Administration</td>
<td>Marketing</td>
<td>Literary and Scientific</td>
<td>A minimum GPA of 2.25 or 65%</td>
</tr>
<tr>
<td>Sciences and Engineering</td>
<td>Bachelor of Engineering</td>
<td>Computer Engineering</td>
<td>Scientific</td>
<td>A minimum GPA of 2.25 or 65%</td>
</tr>
<tr>
<td>Sciences and Engineering</td>
<td>Bachelor of Science</td>
<td>Computer Science</td>
<td>Scientific</td>
<td>A minimum GPA of 2.25 or 65%</td>
</tr>
<tr>
<td>Sciences and Engineering</td>
<td>Bachelor of Science</td>
<td>Information Systems</td>
<td>Literary and Scientific</td>
<td>A minimum GPA of 2.25 or 65%</td>
</tr>
</tbody>
</table>
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 non-refundable application fee.
2. Official high school transcripts complete up to the time of application. See previous table for Admission Grade Point Average requirements.
3. High School Equivalency certified by the Kuwait Ministry of Education.
4. Applicant must meet the English proficiency requirement for admission purposes.
5. Official scores from any accelerated programs, such as International Baccalaureate (IB) or Advanced Placement (AP).
6. Typed Personal essay composed by the applicant.

TRANSFER STUDENTS

A Transfer applicant is an undergraduate student who graduated from high school, attended another college-level institution approved by the Ministry of Higher Education in the State of Kuwait, and attempted one or more courses irrespective of credits earned. Applicants for Transfer admissions are divided into two categories:

- **Category I**: those who have earned fewer than 24 credit hours; and
- **Category II**: those who have earned 24 credit hours and more.

Please see admissions requirements below for each category

**Category I: Students Transferring with Fewer than 24 Credit Hours**

*Minimum Admissions Requirements:*

1. Must have a minimum cumulative transfer GPA of 2.25 from all prior institutions.
2. Must meet AUK’s High School requirements. See above for Admission Grade Point Average requirements.
3. Only courses taken at institutions certified by the Ministry of Higher Education in the State of Kuwait with a grade of “C” and above may be considered for transfer evaluation.
4. Must meet the English proficiency requirement for admission purposes.

*Required Documents:*

1. Complete Application Form with a non-refundable application fee.
2. High School Equivalency and official final high school transcript certified by the Kuwait Ministry of Education.
3. 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. Candidates are required to disclose all institutions at the time of application.
4. Typed Personal Essay composed by the applicant.
5. Applicants must submit course descriptions and syllabi for courses s/he wishes to be evaluated for transfer to AUK and is required to submit an official evaluation of courses attempted if the transfer institution is not based on the American model of higher education.

**Category II: Students Transferring with 24 Credit Hours or More**

*Minimum Admissions Requirements:*

1. Must have a minimum cumulative transfer GPA of 2.25 from all prior institutions.
2. Only courses taken at institutions certified by the Ministry of Higher Education in the State of Kuwait with a grade of “C” and above may be considered for transfer evaluation.
3. Must meet the English proficiency requirement for admission purposes.

**Required Documents:**

1. Complete Application Form with a non-refundable application fee.
2. High School Equivalency and official final high school transcript certified by the Kuwait Ministry of Education.
3. 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. Candidates are required to disclose all institutions at the time of application.
4. Typed Personal Essay composed by the applicant.
5. Applicants must submit course descriptions and syllabi for courses s/he wishes to be evaluated for transfer to AUK and is required to submit an official evaluation of courses attempted if the transfer institution is not based on the American model of higher education.

**TRANSFER OF CREDITS**

The policy regarding the acceptance of courses by transfer is to allow credit for courses completed with satisfactory grades (C or better) at colleges and universities accredited by the Ministry of Higher Education in the State of Kuwait, provided the courses correspond in time and content to courses offered at the American University of Kuwait. Transfer credit is not calculated in the AUK grade point average, however, transfer credit at the 100-level and above will be applied toward the number of credit hours required for graduation.

The undergraduate admission decision for transfer students is based upon cumulative transfer GPA (minimum 2.25) and earned credit from all prior undergraduate coursework. 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.

Courses taken in the major more than seven (7) years prior to matriculation at AUK may not be considered for transfer. The decision regarding credit awarded is made solely by the appropriate academic division chair and/or Dean.

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

The Office of the Registrar evaluates official documents showing previous college-level work completed, including Advanced Placement (AP), A-Level (IGCSE), and International Baccalaureate (IB) exams.

Students may transfer up to 60 credits with a grade of “C” and above from two-year and four-year institutions of higher education approved by the Ministry of Higher Education. Students from an internationally accredited four year institution of higher education approved by the Ministry of Higher Education with a grade of “C” and above may petition for up to an additional 30 credits. Students must satisfactorily complete at least the last 30 credits in residence at AUK and fulfill all academic program requirements in order to graduate. Academic departments determine the credit hours that apply towards a specific degree program. Credit earned from AP, IB and A-Level (IGCSE) exams will also count towards the transfer credit maximum. Please refer to the chart on **page 58** for the standard conversion of percentage averages to letter grades.

**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. For example, 5 quarter hours earned is equal to 3.3 semester hours.
ADDITIONAL INFORMATION FOR APPLICANTS

MEDICAL/HEALTH DISCLOSURE

AUK is committed to providing equality of opportunity and meaningful access for all qualified students. AUK does not discriminate in its admissions, programs or services on the basis of disability and/or medical conditions. In an effort to determine the necessity and availability of required accommodations, individuals are strongly encouraged to disclose pertinent information of any learning disability, physical limitation, or medical condition. The medical/health disclosure form is provided to every admitted student and can also be found in the student Self-Service portal. Requests for accommodations are managed on a case-by-case basis by the Academic Advising Center. Medical and health information is treated confidentially; however, it may be necessary to disclose limited information to faculty and/or staff in order to facilitate accommodations or special arrangements.

OPTIONAL EXAMINATIONS

Advanced Placement (AP)

General guidelines
AP courses accepted by AUK are recorded as transfer credits (TR) on students’ transcripts, and count towards the total credit hours required for graduation. These transfer credits will not be assigned grades, and therefore will not be factored into students’ grade point average (GPA) calculations. Students cannot receive AP credit for an equivalent course taken at AUK or another university, and AP credit may be removed from a student’s record if subsequent AUK coursework duplicates AP credit course content. Students may earn up to 30 transfer credits at AUK based on qualifying AP exam scores.

It is the responsibility of students seeking AP credit to provide the Registrar’s Office with copies of their official AP score results. In cases where the AP exam has not previously been evaluated by AUK, students must also provide syllabi and other supporting documents pertaining to the AP subject matter so AUK faculty can complete an accurate transfer credit evaluation.

Three credit courses
Transfer credits are typically granted for 3 credit courses in the area of General Education. Some major and minor programs will grant credit for certain AP exams. Specific exams, when a score of 4 or 5 is earned, are eligible for a total of six AUK credits (two courses of 3 credits each). These exams are: Studio Art, Art History, English Literature, French Language, and Spanish Language.

Four credit courses
Four credits may be granted for Biology, Chemistry, and Physics (laboratory courses). For certain science laboratory exams where a score of 4 or 5 is earned, AUK will grant a total of eight AUK credits (two courses of 4 credits each).

Language Exams
Credit will not be awarded to students who have passed AP language exams in their native languages.

Advanced Placement Exams and AUK Course Equivalencies and/or Placement
• All AUK courses are 3 credits unless otherwise specified.
• Transfer eligibility for exams not listed below will be determined on a case-by-case basis by the relevant AUK Division.
• Applicants should provide syllabi and other supporting documents as requested.
<table>
<thead>
<tr>
<th>AP EXAM TITLE</th>
<th>WITH AN AP SCORE OF 3 THE AUK COURSE/ PLACEMENT IS</th>
<th>WITH AN AP SCORE OF 4 OR 5 THE AUK COURSE/ PLACEMENT IS</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art: 2D Design Portfolio</td>
<td>ART 100</td>
<td>ART 121 &amp; ART 115 (Total 6 credits)</td>
<td></td>
</tr>
<tr>
<td>Studio Art</td>
<td>ART 121</td>
<td>ART 101 &amp; ART 215 (Total 6 credits)</td>
<td></td>
</tr>
<tr>
<td>Art History</td>
<td>ART 101</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Biology</td>
<td>BIOL 101 &amp; BIOL 102 (8 credits)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Calculus AB</td>
<td>MATH 201</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Calculus BC</td>
<td>MATH 201 &amp; MATH 203 (6 credits)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chemistry</td>
<td>CHEM 101 (4 Credits)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer Science A</td>
<td>CSIS 120 (4 credits)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Economics: Micro</td>
<td>ECON 200</td>
<td></td>
<td>Core courses for the BBA programs</td>
</tr>
<tr>
<td>Economics: Macro</td>
<td>ECON 201</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ECON 201</td>
<td>Exemption from placement test; exemption from ENGL 100</td>
<td>Exemption from placement test; exemption from ENGL 100; award of ENGL 101 (3 credits)</td>
<td></td>
</tr>
<tr>
<td>English Language</td>
<td>Exemption from placement test; exemption from ENGL 100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>English Literature</td>
<td>ENGL 2XX</td>
<td>ENGL 2XX and ENGL 2XX (total 6 credits)</td>
<td>These courses can count for the ENGL core courses 201, 203, 211, or 212, depending on which authors the student studied in their AP exam. Students who score 4 or 5 on the AP English Literature exam should provide a detailed AP course syllabus listing texts studied so the English Program may determine which of the four English Core courses, if any, the student should be granted credit.</td>
</tr>
<tr>
<td>Discipline</td>
<td>Courses</td>
<td>Credits</td>
<td></td>
</tr>
<tr>
<td>--------------------</td>
<td>------------------------------------------</td>
<td>---------</td>
<td></td>
</tr>
<tr>
<td>Environmental Science</td>
<td>BIOL105 (3 credits) &amp; NSCI-1xx (1 credits)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Government &amp; Politics: U.S. Comparative</td>
<td>PLSC 203</td>
<td></td>
<td></td>
</tr>
<tr>
<td>History: European United States World</td>
<td>IR 205, AMST 121, HIST 1xx</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Language: French Spanish</td>
<td>FRNC 101, SPAN 101 (total of 6 credits); FRNC 101 &amp; FRNC 102 (total of 6 credits)</td>
<td>Credit not granted to native speakers of either language.</td>
<td></td>
</tr>
<tr>
<td>Music: Music Theory</td>
<td>MUSC 220</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physics B C Mechanics C Electricity &amp; Magnetism</td>
<td>PHYS101 (4 credits), PHYS115 (4 credits), PHYS116 (4 credits)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Psychology</td>
<td>PSYC 101</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Statistics</td>
<td>STAT 201</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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 an Admissions Counselor for further information.

**International Baccalaureate (IB)**

**General guidelines**

IB courses accepted by AUK are recorded as transfer credits (TR) on students’ transcripts, and count towards the minimum 124 total credit hours required for graduation. These transfer credits will not be assigned grades, and therefore will not be factored into the students’ grade point average (GPA) calculations. Students cannot receive IB credit for an equivalent course taken at AUK or another university, and IB credit may be removed from a student’s record if subsequent AUK coursework duplicates IB credit course content.

It is the responsibility of students seeking IB transfer credit at AUK to provide the Registrar’s Office with official copies of their IB diploma and/or certificate transcripts. Students must also provide course descriptions for each of the IB courses they wish to have transferred to AUK. Additionally, it is students’ responsibility to provide laboratory notebooks and reports when seeking laboratory credit.

**Diploma-holders**

Students who have earned IB Diplomas, with a total score of 24 or higher, may earn up to 30 transfer credits at the American University of Kuwait.
Of the 30 possible transfer credits, 29 may be granted for specific AUK course equivalencies, based on student scores in individual subject area exams. The remaining 1 credit will be awarded if the student has successfully completed the Theory of Knowledge (TOK) component of the IB Diploma (score of A, B, or C), and will be awarded as 1 credit of “HUM 1XX.”

Individual subject area exam scores for diploma-holders will be awarded AUK transfer credits as follows:

<table>
<thead>
<tr>
<th>IB EXAM TYPE</th>
<th>SCORE RANGE</th>
<th>MAXIMUM AUK CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Higher level (HL) exams</td>
<td>4-7</td>
<td>Non-lab course: 6 credits (2 x 3 credit course); Lab course: 8 credits (2 x 4 credit lab courses)</td>
</tr>
<tr>
<td>Standard level (SL) exams</td>
<td>5-7</td>
<td>Non-lab course: 3 credits; Lab course: 4 credits</td>
</tr>
<tr>
<td>Theory of Knowledge</td>
<td>A-C</td>
<td>1 credit, “HUM 1XX”</td>
</tr>
</tbody>
</table>

**Certificate-holders**

Certificate credits will be awarded to students who either 1) did not earn the IB diploma but earned scores of 5-7 on individual higher level (HL) exams or 2) took additional HL subject exams beyond the mandatory 6 diploma subjects and earned a score of 5-7.

Individual subject area exam scores for certificate-holders will be awarded AUK transfer credits as follows:

<table>
<thead>
<tr>
<th>IB EXAM TYPE</th>
<th>SCORE RANGE</th>
<th>MAXIMUM AUK CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Higher level (HL) exams</td>
<td>5-7</td>
<td>Non-lab course: 6 credits (2 x 3 credit course); Lab course: 8 credits (2 x 4 credit lab courses)</td>
</tr>
</tbody>
</table>

**International Baccalaureate Exams and AUK Credit Equivalencies**

All IB exams will be evaluated for AUK course equivalency by the appropriate Division(s).
<table>
<thead>
<tr>
<th>GROUP 2: Second Language</th>
<th>Language ab initio</th>
<th>One 3 credit course</th>
<th>Not offered in IB curriculum</th>
<th>Not accepted</th>
<th>Not offered in IB curriculum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Language B</td>
<td>One 3 credit course</td>
<td>Two 3 credit courses (6 credits total)</td>
<td>Not accepted</td>
<td>Two 3 credit courses (6 credits total)</td>
<td></td>
</tr>
<tr>
<td>Language A2</td>
<td>One 3 credit course</td>
<td>Two 3 credit courses (6 credits total)</td>
<td>Not accepted</td>
<td>Two 3 credit courses (6 credits total)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GROUP 3: Individuals &amp; Societies</th>
<th>Business &amp; Management</th>
<th>One 3 credit course</th>
<th>Two 3 credit courses (6 credits total)</th>
<th>Not accepted</th>
<th>Two 3 credit courses (6 credits total)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Economics</td>
<td>One 3 credit course</td>
<td>Two 3 credit courses (6 credits total)</td>
<td>Not accepted</td>
<td>Two 3 credit courses (6 credits total)</td>
<td></td>
</tr>
<tr>
<td>Geography</td>
<td>One 3 credit course</td>
<td>Two 3 credit courses (6 credits total)</td>
<td>Not accepted</td>
<td>Two 3 credit courses (6 credits total)</td>
<td></td>
</tr>
<tr>
<td>History</td>
<td>One 3 credit course</td>
<td>Two 3 credit courses (6 credits total)</td>
<td>Not accepted</td>
<td>Two 3 credit courses (6 credits total)</td>
<td></td>
</tr>
<tr>
<td>Information Technology in a Global Society</td>
<td>One 3 credit course</td>
<td>Two 3 credit courses (6 credits total)</td>
<td>Not accepted</td>
<td>Two 3 credit courses (6 credits total)</td>
<td></td>
</tr>
<tr>
<td>Islamic History</td>
<td>One 3 credit course</td>
<td>Two 3 credit courses (6 credits total)</td>
<td>Not accepted</td>
<td>Two 3 credit courses (6 credits total)</td>
<td></td>
</tr>
<tr>
<td>Philosophy</td>
<td>One 3 credit course</td>
<td>Two 3 credit courses (6 credits total)</td>
<td>Not accepted</td>
<td>Two 3 credit courses (6 credits total)</td>
<td></td>
</tr>
<tr>
<td>Psychology</td>
<td>One 3 credit course</td>
<td>Two 3 credit courses (6 credits total)</td>
<td>Not accepted</td>
<td>Two 3 credit courses (6 credits total)</td>
<td></td>
</tr>
<tr>
<td>Social &amp; Cultural Anthropology</td>
<td>One 3 credit course</td>
<td>Two 3 credit courses (6 credits total)</td>
<td>Not accepted</td>
<td>Two 3 credit courses (6 credits total)</td>
<td></td>
</tr>
</tbody>
</table>

<p>| GROUP 4: Experimental Sciences | Biology | One 4 credit course if lab included; one 3 credit course if no lab | Two 4 credit courses (8 credits total) if lab included; two 3 credit courses (6 credits total) if no lab | Not accepted | Two 4 credit courses (8 credits total) if lab included; two 3 credit courses (6 credits total) if no lab |</p>
<table>
<thead>
<tr>
<th>Subject</th>
<th>Credit Requirement</th>
<th>Acceptance Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemistry</td>
<td>One 4 credit course if lab included; one 3 credit course if no lab</td>
<td>Two 4 credit courses (8 credits total) if lab included; two 3 credit courses (6 credits total) if no lab</td>
</tr>
<tr>
<td>Design Technology</td>
<td>One 3 credit course</td>
<td>Two 3 credit courses (6 credits total)</td>
</tr>
<tr>
<td>Physics</td>
<td>One 4 credit course if lab included; one 3 credit course if no lab</td>
<td>Two 4 credit courses (8 credits total) if lab included; two 3 credit courses (6 credits total) if no lab</td>
</tr>
<tr>
<td>Mathematical Studies</td>
<td>One 3 credit course</td>
<td>Not offered in IB curriculum</td>
</tr>
<tr>
<td>Mathematical Methods</td>
<td>One 3 credit course</td>
<td>Not offered in IB curriculum</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Not offered in IB curriculum</td>
<td>Two 3 credit courses (6 credits total)</td>
</tr>
<tr>
<td>Further Mathematics</td>
<td>One 3 credit course</td>
<td>Not offered in IB curriculum</td>
</tr>
<tr>
<td>Film</td>
<td>One 3 credit course</td>
<td>Two 3 credit courses (6 credits total)</td>
</tr>
<tr>
<td>Music</td>
<td>One 3 credit course</td>
<td>Two 3 credit courses (6 credits total)</td>
</tr>
<tr>
<td>Theater</td>
<td>One 3 credit course</td>
<td>Two 3 credit courses (6 credits total)</td>
</tr>
<tr>
<td>Visual Arts</td>
<td>One 3 credit course</td>
<td>Two 3 credit courses (6 credits total)</td>
</tr>
</tbody>
</table>

To learn more about the admissions process and University life, inquiries should be sent 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. Applicants are encouraged to complete the online application which can be found on the AUK website at: www.auk.edu.kw.
REGISTRATION GUIDANCE

The Office of the Registrar provides administrative services that support academic units, faculty, and students under the mission of AUK and that facilitates the matriculation of students. Services include matriculation of students, Banner class scheduling, student registration, grade reporting, graduation certification and academic transcript processing. Additional responsibilities include space scheduling and management, transfer credit processing, degree audit development, coordinating maintenance of the catalog, degree and enrollment verification, academic record maintenance, enrollment reporting, and course inventory maintenance. The Registrar reports to the Vice President for Academic Affairs. For additional information about the Office of the Registrar please visit the Office or contact by phone at Ext. 204, or by email: registrar@auk.edu.kw.

PLACEMENT TESTING, STUDENT ORIENTATATION AND REGISTRATION (SOAR)

All students admitted into the undergraduate program are required to take the mandatory AUK placement exam (English, Math, and Arabic). In addition, all undergraduate students are required to attend the mandatory Student Orientation Advising and Registration session (SOAR). SOAR is mandatory for all incoming students.

PLACEMENT TESTING

Prior to Admission, students are evaluated for English, Math and Arabic proficiencies as part of their registration process. Students are required to take the ACCUPLACER exam for assessment in English and Math. Students who meet the English proficiency requirement for undergraduate studies (see page 38) will be exempted from English placement test. Students whose placement scores do not meet the college level benchmarks for registration in College English and/or Math will be required to take preparatory courses respectively. College preparatory courses are designed to provide students with the skills necessary in collegiate level courses. College preparatory courses are mandatory and are not counted for credit toward the completion of the bachelor's degree. Transfer students who have successfully articulated their college English or Math to AUK may be exempt from the Placement exam for that subject. All students are required to take the Arabic Placement exam. Based on the students’ scores, students are placed in an appropriate Arabic language course which is necessary for satisfying the Arabic component of the student’s General Education requirements.

Students who have been placed into preparatory courses are required to complete those courses during the first term of enrollment.

ADVISEMENT

All incoming and non-declared students receive academic advising through the Academic Advising Center. The student’s educational plan is based on, and not limited to, placement results and/or intended major/area of interest. To help facilitate the advisement process, students are encouraged to become familiar with the University’s Academic Catalog and requirements for degree completion. The student’s ability to register into classes is contingent upon student advising. The academic or peer advisor will assist the student in the identification and selection of courses that meet general degree requirements after which the student is eligible to register.

REGISTRATION

Students register online through AUK’s Self-Service. Students with incomplete admission files will not be able to register.

Records Confidentiality: All student records are considered confidential and will not be released without the expressed written consent of the student. Confidentiality of records includes grades, counseling and advising information, and student progress. The University has the right to share whether students are enrolled and their degree program. Certain circumstances require the University to release information: Government requirement, legal request and health and safety risk. Students wishing to provide third party access to their records are required to complete the consent form available in the Academic Advising Center.
# TUITION & FEES 2012-2013

For Fall and Spring semesters

<table>
<thead>
<tr>
<th>STUDENT FEES and CHARGES</th>
<th>KWD</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TUITION FEES (1)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Undergraduate Degree Program (2)</td>
<td>175</td>
<td>Per credit hour</td>
</tr>
<tr>
<td>Intensive English Program</td>
<td>1,635</td>
<td>Per semester</td>
</tr>
<tr>
<td>Application (3)</td>
<td>35</td>
<td>Non-refundable</td>
</tr>
<tr>
<td>Enrollment Deposit</td>
<td>100</td>
<td>Non-refundable, but adjusted towards tuition fees</td>
</tr>
<tr>
<td><strong>OTHERS FEES &amp; CHARGES (4)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Course and Activity (5)</td>
<td>As determined</td>
<td>Per course/activity</td>
</tr>
<tr>
<td>Library (6)</td>
<td>15</td>
<td>Per semester</td>
</tr>
<tr>
<td>Technology (6)</td>
<td>50</td>
<td>Per semester</td>
</tr>
<tr>
<td>Student Activity (6)</td>
<td>50</td>
<td>Per semester</td>
</tr>
<tr>
<td>Graduation</td>
<td>50</td>
<td>Per graduate</td>
</tr>
<tr>
<td>Diploma Re-Issuance Fee</td>
<td>10</td>
<td>Per diploma</td>
</tr>
<tr>
<td>Deferred Payment Service Charge</td>
<td>10</td>
<td>Per installment</td>
</tr>
<tr>
<td>Late Payment (7)</td>
<td>25</td>
<td>Per semester</td>
</tr>
</tbody>
</table>

**NOTES:**

Important: Students should check the Academic Calendar & University emails on a regular basis in order to understand the due dates for Payment & De-Registration

1) In the event that a student withdraws from the University before the last day of the first week of classes, 90% of tuition and fees will be refunded. If the student withdraws before the last day of the second week of classes, 50% of tuition and fees will be refunded. After the end of the second week, no refunds of tuition of fees will be made.

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 Package 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 President.

6) Library, Technology, and Student Activity fees are reduced by 50% for summer semester.

7) Any student who has not paid on or before the due date will be subject to late payment penalty of **KWD 25** per semester in addition to the installment fees.
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 Library Director.

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.

PAYMENT METHODS

- AUK accepts the following methods of payment:
  1) Checks
  2) Credit Cards
  3) Debit Cards
  4) Cash
  4) Payment gateway through AUK Self-Service (www.auk.edu.kw/admissions/pay_online.jsp)

- Fees and charges are payable in the AUK Finance Department located in the first floor of the Administration Building.

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 adjusted with the student’s first tuition payment.

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.

SCHOLARSHIPS

AUK offers an extensive academic scholarship program to eligible students. The following documents must be submitted to complete a Scholarship Application:

1) Complete Admission Application
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) Official SAT I score (required of First Year applicants only)
5) Official TOEFL score (required of First Year applicants only)
6) Payment, or proof of payment, of the **KWD 35** Application fee

LEGAL CONTRACT

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

PAYMENT OF FEES AND CHARGES

Before classes begin, students are expected to settle their accounts or to have made satisfactory arrangements for payment of the student fees and charges. Fees and charges are payable in the AUK Finance Department.
NON-PAYMENT

AUK reserves the right to recover any amount due to it, 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.

DE-REGISTRATION

All registered students who have not paid their tuition fees and charges, or who have not made financial arrangements with the AUK Finance Department, will be automatically dropped from their courses at the end of the day the student fees and charges are due.

TUITION FEES REFUND

Students may apply for a refund of tuition fees 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”.

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 Registrar.
2) Provide a letter of request and verifiable written documentation supporting the request to the Director of Finance.

“Extenuating circumstances” may include death of an immediate family member, call to military duty, legal proceedings, and medical illness requiring hospital stay. Students receive their refunds either in cash or checks in their name.

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

2) Deferred Payment Scheme

Should a student decide to participate in the Deferred Payment Scheme, s/he pays 50% of his/her tuition and fees upon completion of his/her registration (inclusive of the Enrollment Deposit for newly admitted students). The remaining 50% is paid over a 3-month period, with each payment paid 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.