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ADMISSION, REGISTRATION, SCHOLARSHIPS & FINANCIAL AID, AND TUITION & FEES

ADMISSION

ADMISSION TO AUK

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 based on 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 performance, and on availability of space in the entering admissions class.

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.

AUK serves:

- 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.
- 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.

The Office of Admissions is responsible for admitting all undergraduate (first year and transfer) and Intensive English students to the university. Except for government and AUK scholarship recipients, students have the choice of enrolling 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 admission requirements include various measures of English language proficiency, standards based upon the performance established by applicants in their previous educational experiences, high school grade point averages, and scores on available standardized tests.

Each semester, the Office of Admissions evaluates all qualified applications and extends offers of admission to academically-deserving applicants. Meeting the basic requirements does not ensure admission to AUK. Some applicants may be placed on a waiting list for admission on a space-available basis. The Office of Admissions will inform wait-listed students of the dates by which they will be notified of a final admission status.

ENGLISH PROFICIENCY

As instruction at the American University of Kuwait is in English, evidence of English proficiency is required for all applicants seeking undergraduate admission. Proof of English proficiency is demonstrated by one of the following:

- A composite score of **60** or above on the Internet-Based TOEFL (IBT) with a minimum score of **13** on the reading and **14** on the writing sections of the exam. TOEFL scores should be no more than two years old at the date of application and an official score report must be submitted. To have an official TOEFL score sent to the Office of Admissions, AUK's official Designated Institution Code (**8444**) must be included in the appropriate place on the TOEFL exam paper.
- A Band score of **6.0** on the IELTS (Academic), with a minimum score of **6.0** on the Reading and **5.0** on the Writing sections of the Exam.
- Completion of the UG Accuplacer with a minimum score of **225** on reading and **250** on writing.
- Successful completion of **Semester 2** in AUK's Intensive English Program (IEP).

ADMISSION APPLICATION DEADLINES

As admission into an 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 from Kuwait-based applicants according to the following deadlines:

SEMESTER

Spring 2020

Early Admission for Fall 2020

Summer 2020

Fall 2020

APPLICATION DEADLINE

January 14, 2020

January 29, 2020

May 29, 2020

August 27, 2020

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

SEMESTER

Spring 2020

Summer 2020

Fall 2020

APPLICATION DEADLINE

January 14, 2020

May 29, 2020

August 1, 2020

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 published deadline. The Office of Admissions reviews applications as received. Applicants can expect to receive a decision regarding their admission status within four (4) weeks of submitting their complete admissions application.

The application is also available online on the AUK website. 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, including scholarship students, are required to pay 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.

STEP II: CONFIRMATION AND ENROLLMENT DEPOSIT

Once an applicant has been offered admission to 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 **non-refundable KWD 100** enrollment deposit. Tuition deposits are to be paid directly to the AUK 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, admitted students will not be allowed to participate in the Student Advisement and Registration program (SAR). Admitted students that fail to pay the enrollment deposit may lose the opportunity to register for classes.

STEP III: FINAL TRANSCRIPT(S)

All admitted students are required to submit an official final transcript, including any remaining test scores. In addition, all applicants must have their final high school transcript certified and stamped by the Ministry of Education (MOE) in the State of Kuwait indicating that the student has met the Ministry's high school equivalency requirement. College/university diplomas must be from an institution recognized by the Ministry of Higher Education in the State of Kuwait. AUK will withdraw the acceptance of an applicant if the final transcript no longer meets AUK admissions requirements.

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 supported with a certified English translation.

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.

ADMISSION CATEGORIES & REQUIREMENTS

Students accepted at the American University of Kuwait are classified into the following categories:

FIRST-TIME COLLEGE STUDENTS

First-time students are those who have never attended a college or university prior to admittance at AUK. First-time students must meet the high school equivalency requirements and the English proficiency requirements.

All first-time university students seeking admission to AUK must satisfy the following minimum high school GPA requirements. The following table provides a list of common high school systems and the corresponding minimum high school GPA or equivalent requirements for admission to AUK.

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	60% or equivalent 2.00
Bilingual System	Required	2.00
British System	Required	6 IGCSE with minimum of "D" *
French Baccalaureate or equivalent	Required	Completion of Baccalaureate 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: <i>Higher Secondary School Certificate</i> ; or <i>Intermediate Examination Certificate</i> ; or <i>"All India Senior School" Certificate</i>
International Baccalaureate	Required	Completion of Baccalaureate 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

* *Ministry of Education Arabic and Religious Studies may each substitute for an IGCSE.*

High school types 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. Admission to AUK does not guarantee admission to specific programs (refer to program-specific admissions requirements section).

TRANSFER STUDENTS

A **transfer applicant** is an undergraduate student who successfully 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.

- Must meet AUK's English language proficiency requirements.
- Must meet program-specific admissions requirements.
- 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 a transfer evaluation.
- The grade will not be calculated in the university GPA.

NON-DEGREE STUDENTS

The American University of Kuwait may offer non-degree admission to individuals who wish to take courses at AUK for personal or professional enrichment. Individuals admitted as non-degree students are to abide by the following rules and conditions:

- May take a maximum of 12 undergraduate credits.
- Must have a high school certificate or higher level of education recognized by the Ministry of Education in the State of Kuwait.
- Must meet AUK's English language proficiency requirements.
- Are subject to AUK's pre- and co-requisite requirements.
- Are held to the same academic and student code of conduct standards, and tuition and fees as degree-seeking students.

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.
- 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.

Note: *Non-degree students who earn a GPA below 2.0 while at AUK are subject to the university academic probation and dismissal policies. Non-degree students cannot transfer into the university until all holds are cleared.*

VISITING STUDENTS

Visiting students who are enrolled in a degree program at another institution and wish to take courses at AUK may visit for up to a maximum of one academic year or attempt up to a total of 30 semester hours. Visiting students are subject to the following conditions:

- Must be in good standing at home institution.
- Must present an official document from their home institutions (an academic advisor's note) that indicates they may take courses at AUK as a visiting student.
- Must meet AUK's English language proficiency requirements.
- Are not required to take Math, English, and Arabic placement tests **IF** their record shows that they have taken equivalent placement tests or courses at their home institutions and accordingly placed in college-level courses.
- Must check with the Office of Admissions regarding registering for classes and tuition payment deadlines.
- Are held to the same academic and student code of conduct standards, and tuition and fees as degree-seeking students.

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.
- May apply a maximum of 30 credit hours earned in courses passed with a grade of “C-” or higher taken as a visiting student at AUK toward a degree program.
- Academic history established as a visiting student at AUK carries over when a visiting student’s status changes to degree-seeking.

Note: *Visiting students who earn a GPA below 2.0 while at AUK are subject to the University’s academic probation and dismissal policies. Visiting students cannot transfer into the university until all holds are cleared.*

STUDENTS WITH A BACHELOR’S DEGREE

Students in possession of 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. Students 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. Requirements for completing a second bachelor’s degree are as follows:

AUK Graduates

Students with a BBA degree from AUK may not take a second BBA degree. However, they may take a BA, BE, or BS degree. Students with a bachelor’s 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 unless otherwise noted by the Office of the Registrar. They must complete major requirements for the second bachelor’s degree specified by individual program sections in this catalog.

Non-AUK Graduates

Students who have earned their first bachelor’s degree from other institutions must meet all AUK general education requirements. AUK will evaluate coursework from their first bachelor’s degree for possible transfer of courses. Students from internationally-accredited four-year institutions of higher education approved by the Ministry of Higher Education in the State of Kuwait with grades of “C-” and above may petition for up to an additional 30 credits. Any general education requirement not satisfied by transfer credits must be taken in residence at AUK. Students holding business degrees from other institutions may not pursue a BBA degree at AUK. However, they may pursue a BA, BE, or BS degree.

Students must satisfactorily complete at least the final 30 credits in residence at AUK and fulfill all academic program requirements in order to graduate. Non-AUK graduates are subject to these additional conditions:

- Applicants must have earned their first bachelor’s degree from an institution approved by the Kuwait Ministry of Higher Education.
- Applicants who have earned their first bachelor’s degree from institutions whose language of instruction is not English must meet AUK’s English proficiency requirements for admissions purposes.

PROGRAM-SPECIFIC REQUIREMENTS

The following degree programs require a high school certificate in the scientific track:

- Bachelor of Science in Computer Science
- Bachelor of Engineering in Electrical Engineering
- Bachelor of Engineering in Computer Engineering
- Bachelor of Engineering in Systems Engineering

NOTE: Students who meet the university admissions requirement, but who are missing one subject to be considered in the “scientific” track may be admitted provisionally to the university. In such cases, the students’ admission remains provisional, pending fulfillment of the following requirements:

- The missing subject is to be taken at Kuwait University, as a non-degree student, and passed with a grade of C- or above.
- The grade will not be calculated in the high school GPA, or in the university GPA.
- Students will not be allowed to declare a major under the scientific high school category until the fulfillment of the above requirements.

REQUIRED SUPPORTING DOCUMENTS

For All Applicants

- Personal photo and a copy of the civil ID/passport.
- Complete application form with a non-refundable application fee.
- High school equivalency and official final high school transcript certified by the Kuwait Ministry of Education.
- Proof of English proficiency (official TOEFL or IELTS scores). All applicants must meet the English proficiency requirement for admission purposes (see specific requirements listed above).
- Typed personal essay composed by the applicant.

For First-time College Students

- Official high school transcripts complete up to the time of application.
- Official scores from any accelerated programs such as Advanced Placement (AP), A-Level (IGCSE), French Baccalaureate, or International Baccalaureate (IB).

For Transfer Students

- 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.**
- Course descriptions and syllabi for courses to be evaluated for transfer to AUK, or an official evaluation of courses attempted if the transfer institution is not based on the American model of higher education.

For Visiting Students

- Official letter from the home institution academic advisor (AUK reserves the right to contact your home institution for verification of documents submitted).

GENERAL ADMISSIONS POLICIES

PROVISIONAL ADMISSION

Students who are currently enrolled in high school or another university/college may receive provisional admission to the American University of Kuwait. In these cases, the students' undergraduate admission remains provisional, pending the 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 s/he satisfies 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 s/he satisfies these requirements.

NOTE: *Students who meet the university admissions requirement, but who are missing one subject to be considered in the "scientific" track may be admitted provisionally to the university. In such cases, the students' admission remains provisional, pending fulfillment of the following requirements:*

- The missing subject is to be taken at Kuwait University, as a non-degree student, and passed with a grade of C- or above.
- The grade will not be calculated in the high school GPA, nor in the university GPA.
- Students will not be allowed to declare a major under the scientific high school category until the fulfillment of the above 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

Admitted 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 requirements 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.
- Students who voluntarily leave the American University of Kuwait while on academic probation may be readmitted but must meet the academic standards listed in the “General Academic Information” section of this catalog, as well as admission requirements and deadlines as per the catalog at the time of re-entry.
- Students who have been granted an official leave of absence may resume their studies without applying for readmission if it is still within one academic year (fall, spring, summer) of their last enrolled semester.

HIGH SCHOOL CERTIFICATES

AUK accepts the following high school certificates in accordance with any set conditions for each certificate:

1. General Secondary School Certificate (Scientific, Literary).
2. Holders of Tijari High School (Commerce) are treated in accordance to the literary section.
3. Modular Secondary School Certificate (Muqararat) (Scientific, Literary). Math and science sections are treated in accordance to the scientific section.
4. Secondary School Certificate of the Institute of Religious Studies is equivalent to the Literary General Secondary School Certificate.
5. Industrial Secondary School Certificate: holders of this certificate can only major in engineering degree programs.
6. English High Schools: GCE, GCSE, IGCSE
 - Students must have successfully completed six courses at the Ordinary Level (O-level), with a minimum of “D” and above.
 - Graduates from the English high school system are assessed according to the following rating system:

A+	A	B	C	D
=	=	=	=	=
100	95	85	75	65

- Only one of Arabic IGCSE or the Ministry of Education Arabic courses can be accepted.
- Religious studies are considered valid only if they are part of the Ministry of Education exams.
- Only one of the non-academic courses is considered eligible as one of the above mentioned six required courses (e.g. music, physical education or drama etc.).

- An English high school graduate will be classified within the scientific section if s/he passed the following courses:
 - Mathematics
 - Chemistry
 - Physics
 - Biology
- The applicant will be placed in the literary section if s/he has not passed any of the previous courses.
- AUK may transfer college credits for students earning A-Level 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 transfer credit evaluation. Contact an admissions counselor for further information.

7. American High Schools:

- Graduates of the American system are assessed according to the Modular High School system. Students should have completed all high school years in the American system. Students who have transferred to different schools or systems will have their GPA calculated based on the last 4 years prior to graduation from high school.
- An American high school graduate will be classified within the scientific section if s/he passed the following modules:
 - Algebra 2
 - Pre-Calculus or Calculus
 - Chemistry
 - Physics
 - Biology

8. French Secondary School (Scientific, Literary).

9. High School systems not covered above, will be reviewed on a case-by-case basis, and will require the State of Kuwait—Ministry of Education equivalency.

Disclaimer: *Admission to AUK does not guarantee admission to all offered programs at the university.*

TRANSFER OF CREDITS

The undergraduate admission decision for transfer students is based upon cumulative transfer GPA and earned credits from all prior undergraduate coursework. Transfer applicants must submit an official transcript(s) of college-level courses attempted for each college/university attended. If courses are in progress at the time of application, the student will be admitted conditionally; a final and official college/university transcript must be sent to the Office of Admissions upon completion. If a student fails to submit a certified final transcript(s), the student’s acceptance to the university will be rescinded and s/he will be prevented from continuing studies at AUK until s/he satisfies these requirements. Attendance at all institutions must be reported, regardless of whether credit was earned or whether transfer credit is desired. All coursework taken prior to the semester of admission to AUK must be evaluated for possible transfer credit as part of the admission process. Failure to report or attempt to misrepresent all previous academic work will be considered sufficient cause for rejection of an application or for rescindment of an applicant’s acceptance to AUK.

- After an admitted student pays the application fee, and before the student's advising and registration (SAR) session, the Office of the Registrar completes a course-by-course evaluation of transfer credits. The student will not be able to participate in the SAR session without the completion of the transfer evaluation process.
- Students who transfer AUK-equivalent MATH courses are exempt from the MATH placement exam.
- Students who transfer AUK-equivalent ENGL 100, ENGL 101, and/or ENGL 102 courses are exempt from the ENGL placement exam.
- Exemption from MATH or ENGL placement exams does NOT exempt students from fulfilling UG requirements.
- After an admitted student's previous university credit has been evaluated for possible transfer credit, no re-evaluation will be allowed.
- If by the time of registration courses have not been transferred, students have the right to defer their admission or take the appropriate placement exam(s) and register for the courses in which they placed.
- Once students have enrolled in their courses, no credit will be transferred for the course(s) in which they placed, irrespective of the outcome of the transfer evaluation.
- Students will not receive credits for taking a course at AUK for which they have already received transfer credit.
- Courses taken more than seven (7) years prior to matriculation at AUK may not be considered for transfer.

Transfer credit is not calculated in the AUK grade point average.

Transfer credit at 100-level and above may be applied toward the number of credit hours required for graduation. No courses below the 100-level will be transferred.

The decision regarding course equivalency and applicable credit hours is made solely by the appropriate academic department. All equivalencies are subject to change or update.

Students may transfer up to 60 credits with a grade comparable to at least a "C-" at AUK from two-year and four-year institutions of higher education approved by the Ministry of Higher Education. Students must satisfactorily complete the remaining credits in residence at AUK and fulfill all academic program requirements in order to graduate.

Credit earned from AP, IB, and A-Level (IGCSE) exams count towards the transfer credit maximum.

Prerequisites: In order to use a course from a prior institution as a prerequisite, that course must be transferred in as part of the student's academic records at AUK. Additionally, courses that do not satisfy AUK's prerequisites may not be transferred.

Transcripts from institutions with an education system different from the American system may be required to be sent to **Josef Silny & Associates Consultants**. If required, it is the responsibility of the student to contact them and send the transcripts. The contact information is as follows: Website: www.jsilny.com. Email: info@jsilny.com.

The Office of the Registrar maintains and updates the transfer students' records.

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.

ADVANCED STANDING CREDIT TRANSFER

Advanced Placement (AP)

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 Office of the Registrar 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. For further information, please consult the Office of Admissions.

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)

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 Office of the Registrar 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 the student's responsibility to provide laboratory notebooks and reports when seeking laboratory credit.

IB transfer credits will only be accepted under the following conditions:

1. American high school graduates applying to AUK can transfer up to a **maximum of 3 courses** earned in IB Diploma Program (DP) or the International Baccalaureate (IB).
2. These courses are to be transferred only to 100-level courses at AUK.
3. Transfer conditions are:
 - a. A minimum grade of 6 on the standard level (based on IBO grading scale 1-7).
 - b. A minimum grade of 5 in the Higher Level (based on IBO grading scale 1-7).

4. These DP or IB certificates need to be approved and verified by the International Baccalaureate organization.

The following table exhibits courses that are equivalent to Algebra II, Pre-Calculus, and Calculus:

Algebra 2	Algebra 2 – Honors	Pre-Calculus	Advanced Pre-Calculus	Calculus	Advanced Calculus
MYP5/Math 10 or Math Extended or Algebra2 or Geometry	IB Math Studies	IB1 Studies SL1 or IB2 Method SL2 or Applied Math or IB2 Studies SL2 or IB Math Studies 2 or Pre-Cal/Trigonometry or IB1 Method SLI or Math 1 IB standard LE or DP1 Math SL1	DP1 Math HL1	IB1 Math HL1 or Math2 IB Standard LE or IB2 Math HL2 or DP2 Math SL2 or Applied Math	DP2 Math HL 2

The applicant will be placed in the literary section if s/he has not passed any of the previous modules.

French Baccalaureate

AUK awards college credits for students who have completed the French Baccalaureate or its equivalent with a minimum average score of 10, or 60% cumulative average. Only courses or subjects with a grade of “C-” and equivalent to AUK courses will be given credit. For further information, contact an admissions counselor.

DISABILITY DISCLOSURE

AUK evaluates requests for accommodation and access to university programs on a case-by-case basis. Prospective students with disabilities who are requesting accommodations must declare this in the relevant section of their admission application and will be requested to provide specific verifiable documentation to the Counseling Center (CC) at AUK. Prospective students will be informed if AUK has the resources to accommodate their request.

Failure to comply with disclosure requirements waives the student’s right for evaluation of need for reasonable accommodations. For questions regarding accommodation services, please contact the Counseling Center at Counseling@auk.edu.kw.

REGISTRATION

OFFICE OF THE REGISTRAR

The Office of the Registrar strives to facilitate the educational process by providing administrative services that support academic units, faculty, and students under the mission of AUK. The university registrar advises administrators and faculty on development and implementation of policies and procedures to encourage informed academic decisions that support the goals of the University. The office staff assist student registration, maintain student records, manage and update curriculum and catalog, develop the academic calendar, maintain and update AUK's course inventory, create course schedules, manage grade reporting, verify enrollment, process transfer credits, audit degree progress, process transcripts, certify graduation, and implement policies and procedures.

The university registrar collaborates with faculty, department chairs, deans of colleges, and other academic and administrative units to continuously develop services, technology, and security standards. The Office of the Registrar strives to build a reliable and efficient communication structure to collect and deliver academic information to the AUK campus.

Registration

After receiving advising from their academic advisor each semester, students register online through AUK's Self-Service.

Degree Audits

One of the most important responsibilities of the Office of the Registrar is the degree audit of students' academic progress. The office staff conducts degree audits of all students who have earned 90+ credit hours to ensure that students are on track to complete all degree requirements and avoid unnecessary coursework. The report of the degree audit is emailed to students and academic advisors and it lists the remaining degree requirements, as well as those completed and in progress. The audit assumes successful completion of courses in progress. Students who will not complete all degree requirements by the end of the semester for which they applied to graduate may participate in the commencement if they have **thirteen or fewer** credit hours remaining. Degrees are awarded after all requirements have been met within two weeks of the end of final exams. Material received after that date will delay the degree awarded to the subsequent semester.

The registrar, on behalf of the university, certifies all candidates whose academic records indicate that they can satisfy degree requirements by the end of the semester for which they have applied. All applicants must satisfy all graduation requirements as specified by the Private Universities Council.

Student Academic Records

AUK students have a permanent record, maintained in the Office of the Registrar under the student's AUK ID number. Students may access their academic records through their AUK Self-Service accounts. Academic advisors and professional staff may access students' academic records through the Banner database.

Disclosure of Student Records

Student academic records are considered confidential. Students wanting to access their own official records must present a valid AUK student ID to the appropriate office. With the exceptions noted below, student records will only be released to specified parties when the student has completed and signed the Disclosure of Academic Records form that is available in the Office of the Registrar.

Without the student's written consent, parents, guardians, and other parties may only receive limited directory information such as enrollment status, declared major, and class standing.

The university may disclose information including academic records, without prior written consent of the student:

- When the university is presented a subpoena.
- For health and safety reasons at the discretion of the appropriate university official.
- To university officials, academic advisors, and faculty on a need-to-know basis.

Transcripts

Students may obtain unofficial transcripts of their own academic records through their AUK Self-Service account. For current students, official AUK transcripts must be requested through the AUK Banner Self-Service, or from the Office of the Registrar, if they are no longer students. Transcripts are released only upon the signed request of the student. The university only issues complete transcripts and does not release any documents from the student's file (e.g., copies of the non-AUK transcripts or other documents which may be part of the student's file). Once a degree has been posted to the transcript, changes will not be made to courses or grades that were earned prior to the awarding of the degree.

SCHOLARSHIPS AND FINANCIAL AID

OFFICE OF SCHOLARSHIP AND FINANCIAL AID

The Office of Scholarship and Financial Aid at AUK has been established to provide students a centralized gateway to everything related to government, private, and university scholarships, AUK financial aid, and government allowances. The office serves almost fifty percent of the student population as scholarship students, in addition to the number of students who wish to apply for a scholarship or allowance. The office works with other university units to optimize students' educational experiences by communicating and implementing all applicable university and scholarship sponsors' rules and conditions, and managing relevant processes and applications as per set guidelines.

Services Provided by the Office

The Office of Scholarship and Financial Aid serves the university student body, in addition to scholarship sponsors and internal departments. The Office receives and processes scholarships, financial aid, and allowance applications in coordination with the involved internal and external bodies. In addition, it centralizes all scholarship, financial aid, and allowance-related communications and announcements to the University's student body. The Office also corresponds with and generates academic and financial reports for scholarship sponsors. Its operations are scheduled with the University's academic year and the government scholarship and allowance application cycles.

AUK ACADEMIC SCHOLARSHIPS

At the beginning of each academic year, AUK makes available to its students a limited number of academic scholarships based on a student's academic **aptitude, performance, and achievement**. The AUK scholarship criteria, application process, and application due dates are listed below:

Scholarship Application Criteria for First-Time College Students

- Must have a 3.75 high school GPA or higher.
- Will be evaluated on academic measures, including but not limited to, high school, TOEFL scores, and class rank.

In addition to awards offered to new students, AUK awards a limited number of merit-based academic scholarships to our most academically deserving continuing students.

Scholarship Application Criteria for Continuing Students

- Scholarship applications will be evaluated on various academic measures, including but not limited to, the AUK cumulative GPA and total earned hours at AUK as set and announced by the AUK Scholarship Committee.

Scholarship Application Process and Deadlines

The following documents must be submitted to the relevant office prior to the commencement of the fall semester of the academic year and as follows:

First-Time College Students

- Complete admissions application.
- Complete AUK Scholarship Application Form for New AUK Freshman Applicants.
- Submit documents to the Office of Admissions prior to the application deadline announced on the University website.

Continuing Students

- Complete AUK Scholarship Application Form for Junior & Senior AUK Students.
- Submit form to the Office of Scholarship and Financial Aid prior to the application deadline announced via AUK email.
- Applications will be reviewed by the AUK Scholarship Committee. All applicants will be informed of their status of the academic year. Although AUK strives to acknowledge and award all its deserving students, applying to the AUK scholarship award does not guarantee the applicant an award.

Retention of Scholarship

Recipients of an AUK scholarship award may not combine it with any other award or tuition assistance provided to them by the University, PUC, or any other institution. In such a case, the recipient will be required to choose one award.

Recipients must maintain the following academic standings in order to retain their AUK scholarship award at AUK:

- Maintain a cumulative AUK GPA of 3.50 or better by the end of each semester.
- Register for 12 credit hours or more per regular semester (fall and spring semesters).
- May take a leave of absence only after submitting a deferral request to the relevant university committee and receiving an approval.

PUC SCHOLARSHIPS AT AUK

Each academic year, the Private Universities Council (PUC) allocates a number of internal scholarship seats to students who are Kuwaiti, or are children of Kuwaiti mothers, based on their high school, or diploma, or transfer, or university academic standings. The PUC's scholarship covers tuition fees and book allowance to its awardees. A number of seats are assigned each semester to AUK students. These seats are determined by current market demands and distributed based on institutions' capacities.

PUC Internal Scholarship Maintenance Rules & Conditions

1. The recipients should not be government employees, or on 'study leave', or a recipient of any other type of award throughout the duration of their study (*government institutions include both with supplementary or independent budgets*).
2. The recipients must adhere to the rules and conditions of the university they are admitted to.
3. The recipients must adhere to all the decrees and decisions issues by the Private Universities Council.
4. The scholarship has a set number of language and remedial courses defined per scholarship category, without the possibility of an extension.
5. The recipients are committed to maintain a full-time status (register for a minimum of 12 credit hours) per regular semester (fall and spring).
6. The scholarship covers the tuition and book allowance only, and does not cover any late registration fees, or tuition fees due for courses withdrawn after the add/drop week without violating the abovementioned full-time status condition; the tuition of any such withdrawn course will be charged to the recipient.
7. The recipients must not change their assigned scholarship major without the approval of the university and the Private Universities Council (PUC). The recipients are financially liable for the tuition fees of any courses not transferrable towards the new scholarship major.
8. The recipients must not register in courses that are not used towards their assigned scholarship major, and the tuition of any such course will be charged to the recipient.
9. The recipients must register in all regular semesters (fall & spring) and may take a leave of absence only after applying for a scholarship deferral and receiving the approval of the university and the Private Universities Council (PUC).
10. This scholarship will be cancelled for scholarship recipients dismissed from the university.
11. Dismissed recipients whose scholarships have been cancelled may submit a Scholarship Reinstatement application when they meet the PUC's announced conditions for scholarship reinstatement.

OTHER SCHOLARSHIPS AT AUK

Several private sponsors approach AUK to provide financial support to students, based on either merit or need. These sponsors, in coordination with the University administration, set their own application criteria, award rules, and conditions to assure they meet their objectives, while achieving the maximum benefit to the students. Any such application opportunities are communicated to AUK students through the Office of Scholarship & Financial Aid, and applicants are considered by the relevant committees of each such award.

AUK FINANCIAL AID PROGRAM

AUK awards a limited number of financial aids to its currently enrolled non-scholarship students on the basis of financial hardship. The financial aid is only partial and depends on the applicant's financial status. Students who want to apply for this program must have earned a minimum of 24 AUK credit hours and must be in 'good' academic standing. AUK financial aid **covers tuition only** (*not university fees*) for a maximum of two semesters of an academic year (*not including summer*), for **up to 12 credits per semester**. The program does not cover the tuition fees for withdrawn or failed courses, and the recipient would be fully liable for the tuition fees of such courses.

FINANCIAL AID APPLICATION PROCESS

Students who want to apply for this program must complete and submit the application form made available for each application period alongside the required documents before the announced deadline. The rules, conditions and the required documents of a set financial aid application period are announced by the University administration prior to the beginning of said period via AUK email. Incomplete and/or misrepresented and/or late applications will not be considered. Submission of a complete Financial Aid application package does not guarantee acceptance.

Retention of Financial Aid

Recipients of an AUK financial aid may not combine it with any other award or tuition assistance provided to them by the University, PUC, or any other institution. In such a case, the recipient will be required to choose one award, or else be disqualified.

Recipients must maintain the following academic standings to retain their AUK financial aid at AUK for the period they have received it:

- Maintain a cumulative AUK GPA of 2.00 or better by the end of the semester.
- Register for at least 12 credit hours per regular semester (e.g. fall and spring semesters), unless it is the recipient's graduating semester.

TUITION & FEES 2019-2020

Tuition and fees are applicable to all students whether they are enrolled as degree-seeking, visiting, or non-degree students. Students must read the following table carefully along with the notes:

DESCRIPTION	KWD		COMMENTS
TUITION			
Standard Undergraduate Tuition	210	Per credit hour	An additional KWD 20 per credit hour is charged for engineering courses
Computer and Electrical Engineering Declared Majors	230	Per credit hour	All courses, including any other non-engineering courses, will be charged at this rate upon declaring a major in computer or electrical engineering.
Intensive English Program	2,250	Per semester	
Application	35 Non-refundable		The application fee is charged for processing a candidate's application.
Enrollment Deposit	100 Non-refundable		Adjusted towards tuition fees. It is only valid for two regular semesters from the semester of admission.
OTHER FEES and CHARGES			
Special Course and Activity	As determined	Per course/activity	Non-refundable
Library	15	Per semester	Non-refundable. Library, technology, and student activity fees are reduced by 50% for the summer semester.
Technology	50	Per semester	
Student Activity	50	Per semester	
Graduation	50	Per graduate	
Diploma Re-Issuance Fee	10	Per diploma	
Deferred Payment Service Charge (Installment Plan)	10	Per installment	Any overdue amount in excess of KWD 100 will be charged at KWD 10 per month of deferral for a maximum of KWD 30 per semester. Students who opt for deferred payment of their tuition & fees will be charged per installment at KWD 10.
Late Payment	25	Per semester	Any due amount that is more than KWD 100 not paid on or before the due date will also be subject to a late payment fee per semester in addition to the installment fees.
IMPORTANT: The University reserves the right to increase or modify tuition and fees upon approval of the Private Universities Council-Ministry of Higher Education and the University Board of Trustees.			

NOTES:

1. Students should refer to the academic calendar & check their University emails on a regular basis to keep up-to-date on the due dates for payment & de-registration.

2. In the event that a student withdraws from the University before the last day of the first week of classes, 100% of tuition and fees will be refunded (*this does not include the non-refundable enrollment deposit*). If the student withdraws before the last day of the second week of classes, 50% of tuition and fees will be refunded (*this does not include the non-refundable enrollment deposit*). After the end of the second week, **the student is liable for the tuition and fees in full**, therefore no refunds of tuition and fees will be processed.

3. Library fines are determined and administered by the library director.

4. Other fees and charges are applicable for both UG and IEP courses. Students are responsible for the cost of their textbooks and other course materials and supplies.

5. Government scholarship students are subject to the PUC scholarship rules and regulations.

6. Siblings attending AUK may be eligible for a tuition fee discount—contact the AUK Finance Department for further information.

7. Fees and charges are payable in the AUK Finance Department located in the first floor of the administration building.

8. AUK accepts the following methods of payments:

- a. Checks
- b. Credit Cards
- c. Debit Cards
- d. Cash
- e. Payment through AUK 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 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. It is only valid for two regular semesters from the semester of admission.

If the AUK Finance Department does not receive the enrollment deposit, it is considered that the applicant will not be attending AUK and cannot register for courses.

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.

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, 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, as per the payment options, or who have not made financial arrangements with the AUK Finance Department, will be automatically dropped from their courses on the day student fees and charges are due.

PAYMENT OPTIONS

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.

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 by monthly installments, within a maximum of three monthly installments for regular semesters. A university service charge of **KWD 10** is added to each installment.

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 the semester or AUK per the provision outlined in the University catalog.
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 the Registrar.
2. Provide a letter of request and verifiable written documentation supporting the request to the director of finance.

Extenuating circumstances may include the death of an immediate family member, call to military duty, legal proceedings, and medical illness requiring hospital stay. Students receive their refund checks in their name.

Management will have the final discretion in deciding student refunds on a case-by-case basis when student withdrawal from AUK is due to extenuating circumstances.

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.