



Dear Students,

We hope this message finds you well & that you had a productive school year! Please see below for important reminders.

Summer Salaries Eligibility

- You must enroll in enough credits in the Summer term to **earn the 27 semester/42 quarter credits required** per academic year per scholarship rules.
- **Repeated/Unapproved Coursework:** Cannot be counted toward Summer Salary, Ticket Allowance or book allowance eligibility.
- **Failure to earn the 27 semester credits/42 quarter credits per year will result in repayment of the Summer/ July & August salaries.**
 - Students who began academic studies in the Fall term must provide proof that they have earned or are on track to earn (based on Summer 2025 enrollment) the 27 semester/42 quarter required credits from Fall 2024 through Spring/Summer 2025. Students are on track to earn the required credits by Summer 2025. They must provide written acknowledgment that they will earn the required credits at the end of Summer 2025.
 - Students who began academic studies in the Spring term must provide written acknowledgement that they will earn the required credits at the end of Fall 2025 term.
 - Spring-start students must meet the following requirements:
 - Semester schools:
 - Earn 27 credits between Spring 2025 + Summer 2025 + Fall 2025 (one calendar year)
 - Quarter schools:
 - Earn 42 credits between Spring 2025 + Summer 2025 + Fall 2025 + Winter 2026 (on calendar year)
 - OR, if activated Scholarship during a Winter Quarter:
 - Earn 42 credits between Winter 2025 + Spring 2025 + Summer 2025 + Fall 2025 (one calendar year)
 - **If you have received suspension approval during academic studies, please contact your Cultural Office advisor to confirm your current track for summer salary eligibility.**

To provide proof of eligibility, students must submit the following documents to the Cultural Office no later than June 10, 2025.

Failure to do so will result in withholding of July salary (released on June 20, 2025):

- 1. Spring 2025 Transcript – to be submitted by students not enrolled in Summer 2025 courses.**
- 2. Summer 2025 Verification of Enrollment/Detailed Schedule (or Fall 2025 schedule) - Must include your name, school, term, and detailed course information (start and end dates, credits, and method of instruction).**
- 3. Acknowledgment Email to Advisor- If on track to earn the required credits.**

Courses Requiring Prior Approval

- You must obtain written prior approval from the Cultural Office BEFORE you enroll in non-traditional classes, in-person courses taken outside of your home university (university or community college classes), per Ministry Rules Article 4, section 2, point 9.
- Credits taken without prior written approval from the Cultural Office will not be approved **or paid for.**

Concurrent Enrollment

- Per Ministry regulations, concurrent enrollment (**or enrollment in 2 schools in the same term**), **should NOT violate the credit limit per term at your home school and overlap/conflict in schedules are not allowed.**

Community College Courses (**online community college courses are NOT ALLOWED**)

- Students are permitted to take 2 Community College Courses at the scholarship's expense if they can provide proof from their university that the class is required for graduation AND that they cannot take it at the home university.
- If a valid reason is not presented, the course tuition will be the student's responsibility, however, prior approval is still required.
 - **You must submit the following documents for your request to be reviewed for approval:**
 - i. Schedule and course description of community college course
 - ii. Home university course schedule
 - iii. Transfer Credit Approval
 - iv. Proof of conflict in schedule or that course is not available at your home school

Online or Other Non-Traditional Courses

- You are allowed four (4) non-traditional courses, not to exceed 12 credits.
- **You must obtain written prior approval from the Cultural Office BEFORE you enroll in online/hybrid classes.**
- If you exceed the allowed four courses (12 credits), our office may not be able to authenticate your degree.
- **You must submit the following documents for your request to be reviewed for approval:**
 - Verification of non-traditional courses from ALL schools attended (in case you have not provided all documents)
 - A copy of the detailed course schedule, including meeting dates, times, and instruction method. This can be a copy of your class schedule or a screenshot from the university course search with the required information.
 - If taking the non-traditional course at a university **outside your home school, please submit the following:**
 - Transfer Credit Approval
 - Home University Schedule

Consulate General of the State of Kuwait
Kuwait Cultural Office
Los Angeles



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- Proof that the course is not offered through a Continued Education/Extension

NOTE: The following are considered non-traditional courses: hybrid, blended, remote, video, virtual, independent study, distance learning, flex courses.

Course Withdrawals

- If you withdraw from any classes after the add/drop deadline at your school, **you will have to repay** any classes that you receive a W (withdrawal grade).

Students Must Not Leave Scholarship Location. Per scholarship rules and regulations, you must be present at the scholarship location from the start date to the end date of each term with the exception of official university closures and holidays as specified in the university academic calendar. In case of an emergency, you must inform the Cultural Office if you plan to leave your scholarship location.

If you have any questions or need assistance, please contact your advisor and do not reply to this email. Wishing you all the best!

IMPORTANT NOTE: Any courses taken through the following Date/Time/Format or Campuses are **NOT APPROVED and SHOULD NOT** be applied towards degree requirements and must be repeated during your studies and before graduation to avoid any issues during the degree authentication process:

- **Weekends (Saturday & Sunday classes are not allowed), Evening and professional courses are not approved.**
- **Credits by exam, correspondence, or unapproved Mini sessions**
- **Extension, Global/Worldwide Campus, Continuing Education/Studies, Open University are not approved**