KING ABDULLAH SCHOLARSHIP PROGRAM
IN CANADA

KASP INFORMATION GUIDE
Contents

The King Abdullah Scholarship Program

The Education System in Saudi Arabia .......................................................................................................................... 2-3
- Responsible Authority
- Elementary and Intermediate
- Secondary School Grading System
- Post-Secondary Grading Scale

The King Abdullah Scholarship Program (KASP) ........................................................................................................... 3-4
- Selection and Application
- Self-sponsored students

KASP Students in Canada .............................................................................................................................................. 4-7
- Funding Policy
- Health Insurance
- Bench Fees
- Approved Academic Institutions and Specializations, Length of Study
- Release of Information
- English Language Preparation
- Start of the Scholarship and Payment
- Official Documents
- Letters of Acceptance
- Admissions Purposes Only, Sponsorship Authority Certification/Financial Guarantee
- Registration Policy

Administrative Reporting .................................................................................................................................................. 7-8
- Communication with Bureau Advisors
- Administrative and Progress Reports
- Holiday and Vacation Policy
- Course Additions/Reductions and Extensions

Invoicing the Bureau ......................................................................................................................................................... 8-9
- Withdrawals, Early Completion, and Refunds

Graduated Students ........................................................................................................................................................... 8-9
- Degree verification

Frequently Asked Questions ............................................................................................................................................. 10-12

Appendix:
- A. 2013 Provision of Bench Fees Policy
- B. Student Consent Form
- C. Financial Guarantee for Admission Purposes Only
The Education System in Saudi Arabia

Responsible Authority
The Council of Higher Education (CHE) is the governing body for all postsecondary, non-military education. The Ministry of Higher Education (MOHE) is the Head of the Council. To learn more about MOHE, visit www.mohe.gov.sa. The National Commission for Academic Accreditation and Assessment (NCAAA) is the independent body responsible to the CHE and performs accreditation of all non-military, post-secondary institutions. The National Center for Assessment in Higher Education (NCAHE) helps to establish fairness and equality in the higher educational system of Saudi Arabia and improves the efficiency of its institutions. It has also established a highly specialized center in measurement and testing and participates in the improvement of the selection process and the efficiency of learning.

Elementary & Intermediate Education
Elementary education lasts for six years (age level 6-12 years old) and leads to the General Elementary Education Certificate. Intermediate Education lasts for three years (age level 12-15) and it leads to the Intermediate School Certificate.

Secondary School
Secondary school education lasts for three years (ages 15-18) and leads to a high school diploma. The examination for the high school diploma is unified and held nationwide simultaneously. Saudi Arabian Secondary Schools either follow the Tawjihiyah or the recently implemented Credit System. Many Saudi institutions are adapting the new Credit System, which aims to make a quantum leap in secondary education and contributes to the achievement of the education policy in Saudi Arabia.

The Tawjihiyah: With this model, students can choose between general secondary and technical schools after the intermediate level. In the first year of general secondary school, students share a common curriculum. At the end of this year, they are divided into the scientific and literary tracks for the final two years. Students obtaining a score of 60% and above in all the first year subjects may choose between the literary and scientific track. Students obtaining a score of less than 60% must opt for the literary track.

Credit System: The credit system is a new structure based on an hourly system that allows students to combine two programs in a joint program. All students follow this system, which is divided into two tracks: Human Sciences and Natural Sciences. The study plan consists of compulsory and optional courses; each course is a five-hours and the student has a maximum of seven credits in each semester. The credit system is based on a grade point average which is calculated on the average of all grades of courses studied during a high school year. The academic credit system includes 200 hours of instructions consisting of the compulsory joint program (125hours), two specialty programs (65hours), and the optional program that consists of elective courses in different skills and disciplines (10hours). This system employs new strategies and provides the students with new learning methods, allowing students to develop their research and creative thinking skills. Additionally, this new structure helps students adapt to different learning resources and modern technology that will be useful in their practical life.

Secondary School Grading System
Post-Secondary Grading Scale
A Bachelor’s Degree is conferred after four years, except in pharmacy and medicine, which require four years with additional training in the hospital, and Engineering and Veterinary Medicine, which require five years. A Master’s Degree is normally conferred after two years following the completion of a Bachelor’s Degree. Master’s degree requirements include course work and a dissertation/thesis. A Doctor of Philosophy, PhD, is normally conferred after three years of study following the completion of a Master’s and Bachelor’s degree.

Scale Used by Most* Saudi Post-Secondary Institutions

<table>
<thead>
<tr>
<th>Grade Range</th>
<th>Grade</th>
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</thead>
<tbody>
<tr>
<td>95 to 100%</td>
<td>5.0</td>
</tr>
<tr>
<td>90 to 94.99%</td>
<td>5.0</td>
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<td>65 to 69.99%</td>
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<tr>
<td>60 to 64.99%</td>
<td>2.0</td>
</tr>
<tr>
<td>Less than 60%</td>
<td>1.0</td>
</tr>
</tbody>
</table>

*Most Saudi universities adopt a 5.0 grading scale with the exception of a few that calculate out of 4.

The King Abdullah Scholarship Program

Application and Selection Process
Students awarded a King Abdullah Scholarship to pursue higher education abroad undergo a rigorous application and selection process. An announcement, delivered through local media outlets and the MOHE website, alerts prospective students that registration has begun. Scholarship applications are submitted via a link on MOHE’s website and each is scrupulously evaluated by a Ministry-appointed, independent scholarship program committee. The committee will do a merit-based screening and recommend a student based on his or her collective achievements in accordance with the number of available scholarships.

Applications are assessed using the following academic selection criteria. Bachelor’s students must have a secondary school grade above 90%, General Aptitude Test above 80%, Achievement Test above 80%, and Associate Degrees (2 year post-secondary diplomas) must have a minimum GPA of 4.5/5.00. Graduate level applicants must have achieved the aforementioned criteria, and Master’s students must additionally hold a Bachelor’s Degree with an overall GPA no less than 3.75/5.00 or equivalent, while
PhD students must hold a Master’s Degree with an overall GPA no less than ‘Very Good’ or equivalent. The committee must also conduct interviews with candidates prior to nomination.

Successful candidates are listed on the Ministry’s website and through major local media outlets, and the electronic files of all nominees are subsequently transferred to the Saudi Arabian Cultural Bureau or Mission in the designated country of study. A Scholarship Students Forum is hosted annually in Riyadh, comprising of lectures and symposia and aimed at providing information for students about the designated countries in which they will undertake their academic studies. Once formalities are completed, students are awarded their scholarships during the Forum. Scholars then depart Saudi Arabia and arrive in their respective international study destination.

**Self-Sponsored Students:** Some Saudi students pursue their higher education abroad without scholarship funding. If a privately funded student receives an Academic Letter of Acceptance from a university of college he/she would then have completed 80% of the requirements for the enrollment into KASP. If the student meets all other requirements, his or her enrollment request will be sent to MOHE in Saudi Arabia and confirmation may take up to two weeks to process; however enrollment onto KASP is not guaranteed.

**KASP Students in Canada**

**Funding Policy**

The SACB provides financial support for each funded student, including tuition fees, living support, international student differential fees, health insurance, ancillary fees, laboratory/bench fees (graduate students only) and any other normally applied fees for each student. The SACB will provide a Sponsorship Authority Certification to the university for each student indicating the funded students’ name, total annual value of funding, scholarship duration (indicating an expiry date), and contact information for invoicing purposes.

**Length of Study for Academic Programs:** Undergraduate students receive four years of funding, while Master’s students receive two years of coverage and PhD students are funded for three years. Extensions may be granted in exceptional cases.

**Health Insurance:** All scholarship students receive 100% health insurance coverage via SACB for the duration of their studies in Canada and therefore should opt out of health coverage offered by the academic institution at which they are enrolled.

**Bench Fees:** The SACB can provide Bench Fees for KASP students in the amount of up to $5,000 for Master students and $10,000 for PhD students to cover the cost of consumable items used during their studies. Normally this process begins when a graduate-level scholarship student finds a potential supervisor. The chosen research university will provide SACB or the student with a proposal, on letterhead, detailing all items to be purchased (including cost per item) that is signed by the research supervisor, appropriate department chair or school director. The student must submit the request for approval through the Student Gate and it will be processed by the Bureau. The SACB will inform the student of the final decision through the Student Gate and, if approved, SACB will send a letter to the university acknowledging its receipt of the proposal and informing them of next steps. Upon receiving an invoice from the University, the Bureau releases the funds. Please note the university provides for indirect or overhead costs,
such as costs associated with facilities and basic utilities, the purchase and repair of office equipment, administration fees, insurance for equipment and research vehicles, basic communication devices such as telephones and fax machines, and computer software and terminals. The SACB is not responsible for funding expenditures or commitments by grantees that exceed grant funds applied to the grantees’ credit at the institution for current and prior fiscal periods.

**Approved Schools and Academic Programs**
The MOHE maintains a detailed list of all Universities and Colleges to which students are allowed to attend in all countries that KASP students are sent to. This list is based on careful scrutinization and research of how well the programs serve the purpose of the KASP students who are sent to study abroad. KASP students are permitted to register at Canadian institutions for academic programs that have been pre-approved by MOHE. Students are not permitted to enroll in certificate or diploma programs, online or distance-learning courses, or programs designed specifically for international students.

**Release of Information**
All sponsored students have signed and consented for SACB to enquire and obtain academic information on their behalf. The Consent Form, created by SACB’s Legal Department, declares that the student gives unconditional and irrevocable consent and direction to educational and medical agencies/associations, in which they are a member, to release information which the academic institution may possess or acquire in relation to the student, including all academic and other records, to SACB. The Consent Form, created by SACB’s Legal Department, aligns with Canada’s Freedom of Information and Protection of Privacy Act and is widely accepted by universities and colleges across Canada.

**English Language Preparation**
The KASP students who do not meet the language proficiency requirements are directed to be enrolled at a 12-month intensive ESL Program in which they are expected to receive a minimum of 30 to a maximum of 35 group instructed hours of ESL.

- **Approved ESL Schools:** The SACB’s ESL unit maintains a detailed list of all Canadian language schools at which KASP students are permitted to enroll.
- **Length of Study:** The KASP covers up to a 12-month ESL preparation period. The SACB will not fund additional ESL training except in exceptional circumstances to enable our students to achieve a sufficiently high level of academic language proficiency.

**Student Documents**
At the SACB, the Recognition and Authentication Department, as well as the Department of Academic Relations, has the authority to notarize official student documents (transcripts, certificates, etc) with a Cultural Bureau and Saudi Arabian Ministry of Higher Education stamp (for SACB’s use only) for sending to Canadian Academic institutions. After documents are stamped, they are placed in sealed envelopes and sent to the concerned university to complete student applications.

**Admissions Purposes Only Financial Guarantee Letter**
If a student is funded by the scholarship program, the student will provide the academic institution with an Admissions Purposes Only Financial Guarantee (APO-FG) letter, issued by SACB to support a scholarship student’s application and admission to a Canadian academic institution. This is an official letter from SACB, stating that upon admission to the degree program, SACB will pay the student’s registration, tuition, bench fees (if applicable), health insurance, and provide a monthly stipend. Universities and Colleges across Canada are encouraged to also accept Admissions Purposes Only FG letters issued by Saudi Universities or other Saudi governmental institutions, as it’s a confirmation that the applicant has been granted a scholarship by his/her employer or university. This letter differs from a Sponsorship Authority Certification or Financial Guarantee (FG).

**Letters of Acceptance**

Letters of acceptance extended to our sponsored students should be very clear on the conditions (if any), duration of the program as well as the Major the student will be specializing in.

**Sponsorship Authority Certification (FG)**

Once the student receives acceptance to a Canadian institution, the SACB will issue a Sponsorship Authority Certification – also called a Financial Guarantee (FG) – for each student, indicating that the SACB will be financially responsible for that student. Subsequently, once the student arrives to Canada and opens a file in SACB, his/her scholarship will be administered by the Bureau and an official sponsorship certification will be mailed out to the concerned university. Following each student’s arrival in Canada and throughout the validity period of each FG, the Bureau agrees to pay, upon receipt of an original invoice issues in the respect of each student, that student’s registration, tuition and health fees, provided that the student remains active at the institution. The scholarship shall provide the student and his/her family members with a monthly stipend for living, clothing and books’ expenses as well as annual round trip air ticket(s).

The SACB further pays for tuition and other required fees which are strictly related to the academic courses of study (such as compulsory health insurance, examination, and registry and compulsory student fees). Tutoring or private classes’ fees for students enrolled in English or any other programs are not covered. All related educational fees are paid directly to the academic institutions. The FG is valid for the stated courses only. Any change in the assigned course of study or the student’s failure to enroll in consecutive academic terms in courses related to the assigned course of study shall render the document void. Similarly, the FG is not transferable and is exclusively for the named institution. SACB shall not be held liable for studies conducted other than in accordance with the outlined dates. Students seeking to extend their studies must obtain SACB’s prior approval. In rendering the FG document viable, academic institutions must agree to provide SACB with:

- Monthly attendance reports
- Student progress reports at the mid-term (where applicable)
- Student reports at the conclusion of each academic term, module, or on a session-by-session basis
- Student Alerts (should the institution note issues or changes in student behaviour, consecutive absences or any other concerns that might adversely affect one of our students)

The FG is binding from the effective date until the void date. It is important to note that should the expiry date occur prior to the end of the current course of study, SACB will pay for the entire course.
duration. SACB reserves the right to cancel the FG should a student or an institution not adhere to the outlined Terms and Conditions. Invoices should be sent to the Bureau as a hard copy and should be sent per student.

**Start of the Scholarship and Payment**
Following each student’s arrival in Canada and throughout the validity period of each Financial Sponsorship Certificate, SACB agrees to pay, upon receipt of an original invoice issued in respect of each student, the student’s registration, tuition, and health fees provided the student remains registered in the program. This sponsorship excludes such matters as books, materials and service charges.

**Registration Policy**
Registration of any Saudi scholarship student into a post-secondary institution must be approved in advance by SACB. If a scholarship student (or agent of a scholarship student) contacts the school and requests proof of registration, he or she must be directed to SACB before any registration, whether written or oral, can be completed. Students should not be permitted into class unless the FG has been received by the accepting school or a confirmation email has been sent from a SACB Advisor indicating that the student should be permitted into class and that the FG is in process.

**Administrative Reporting**

**Communication with Bureau Advisors**
An Advisor is assigned to each academic institution that accepts KASP and other sponsored Saudi students. The Advisor is responsible for all the language or academic students at that particular institution. The Advisor initiates tuition payments, issues Sponsorship Authority Certifications, and follows-up on each student’s progress in the program. There is direct communication between the Advisor and his/her assigned institution’s staff members.

**Progress Reports**
By way of the Consent Form, academic institutions are authorized to release information (transcripts, academic progress reports, etc.) to SACB. Please note that once a student has come onto the KASP scholarship, reporting should only go to SACB. The Bureau expects Canadian academic institutions to send transcripts and study plans for Saudi scholarship students periodically to enable SACB to track the students’ progress and academic advancement.

**Course Additions/Reductions and Extensions**
All scholarship students must receive permission from their Bureau Advisor if they wish to make any changes to their program of study. Accordingly, no reduction or addition to courses is completed without the prior approval of SACB.

**Holiday and Vacation Policy**
Scholarship students are granted a day of absence for religious observances during Saudi official holidays (Eid al-Fitr and Eid al-Adha) by the Bureau. Please note that Saudi official holidays are determined by the Hijrah, or lunar calendar, which differs year to year from the Gregorian system. In the case of vacation, scholarship students are required to gain prior approval from a SACB Advisor. Once an approval has been granted, the academic institution must submit a letter to the Bureau via PDF
indicating that the vacation time will not interrupt the student’s studies. The school will then receive confirmation that the vacation has been granted with an indication of when the student should return.

**Invoicing the Bureau**

All enquiries in regards to finances must be directed to the Finance Department. Invoices must be issued with the institution’s name. Trading names are not accepted. Bank details must be clearly stated including the bank name, account name, account numbers, transit and bank codes. Alternatively, a void cheque can be mailed along with the invoice. Please note that copies of invoices or invoices sent by fax will not be paid – invoices should be originals when claims are filed.

- Invoices to the Bureau should clearly state the First, Middle, and Last name of the student as SACB sponsors numerous students with overlapping first and last names. Student ID or number should also be clearly stated. The student’s file number (in SACB) must be clearly stated on the invoice (usually mentioned in the bottom left-hand corner of the financial guarantee).
- Invoices must also be clearly itemized, as some items are not covered by the scholarship program and will not be paid (i.e. parking, housing, textbooks, overdue charges or fees for sports activities).
- Each invoice issues should only be concerning one student. Invoice number and date are to be clearly mentioned.
- Start and end dates of the invoiced period should be included on all invoices. Dates of the invoiced period should match the dates of the financial guarantee issued for the student; otherwise the invoice would be rejected.
- All invoices must be original and mailed via post to SACB. In addition to this, SACB will require the name of the person along with contact information in the Finance Department – Account Receivables who will be responsible for confirmation and enquiries.
- Confirmation of payment receipts must be sent back to SACB via email. Invoices are to indicate the breakdown of costs invoiced for i.e. invoices with one total only will not be authorized by SACB.
- Statements should not be sent as a means of invoicing.
- Although it requires an average period of 30 days to process an invoice, SACB kindly requests a maximum of 60 days for settlement.

**Withdrawals, Early Completion, and Refunds**

Upon termination, withdrawal or early completion SACB requires a letter that clearly states the last date the student attended the institution. Please be prompt with this, as once a student has transferred/completed their studies there is a relatively short period of time in which we can continue to pay for the previous period of study. Similarly, once an ESL student has opened his/her Academic file, all monies owing on the ESL portion of their scholarship must have been discharged.

**Graduated Students**

**Degree Verification**

All Saudi students who graduate from Canadian universities are required to have their degrees verified by the SACB before they return to Saudi Arabia. Upon their return, they must have their degrees assessed by MOHE for equivalency purposes. Since the MOHE needs to follow certain criteria in order to
assess the degree obtained, and to expedite this process of assessment, the SACB works with the Canadian academic institutions to confirm that the student fulfilled or met all the graduation requirements set out by the university.
Frequently Asked Questions

Q. How do students select which schools/programs to apply to?
A. King Abdullah Scholarship Program (KASP) students are only eligible to receive funding if they are enrolled in Canadian Institutions of Higher Learning and programs that have been pre-approved by the Ministry of Higher Education (MOHE) in Saudi Arabia. The Ministry, which the Bureau represents here in Canada, does not approve King Abdullah Scholarship Program students to enrol in certificate or diploma programs, although exceptions can be made on a case-by-case basis. After an Admissions Liaison Officer (ALO) has assessed the student’s language abilities and academic background, they will recommend Ministry-approved schools/programs to students that align with the individual’s study interests and career goals.

Q. How can I confirm that a student is funded by the King Abdullah Scholarship Program?
A. If the student is funded by the scholarship program, they will provide the institution with a Financial Guarantee letter from the Bureau. If you are still unsure of a student’s scholarship status, please contact us.

Q. Does the Saudi Arabian Cultural Bureau have the authority to access student information?
A. Yes. Scholarship students sign a Consent Form (Appendix B) declaring that they give “unconditional and irrevocable consent and direction to any and all … related educational and medical agencies and associations in which I am … [a] member … to release to the Saudi Arabian Cultural Bureau in Canada any and all information … which [SACB] may possess or acquire in the future in relation to me, including all academic and other records…”

Q. What is the time period covered by the King Abdullah Scholarship Program?
A. The scholarship program covers up to four years for Bachelor’s, two years for Master’s and four years for PhD. In exceptional cases, the scholarship program can be extended.

Q. How can I confirm that student documents from Saudi Arabia are official?
A. The SACB is authorized to notarize and send copies of official documents (transcripts, diplomas and course information) to Canadian Institutions on the student’s behalf. After viewing the original copies, we deem documents official by marking them with an SACB and Saudi MOHE stamp, individually place them in sealed envelopes and send them in a large, sealed envelope. When ALOs prepare the mailing labels, they will indicate the (1) Name of Student, or the (2) Student ID number. If you are ever concerned about the authenticity of a document, please contact us.

Q. What is an Admission Purposes Only Financial Guarantee letter?
A. The SACB will sometimes send a Financial Guarantee, for Admission Purposes Only (see Appendix: C) to an academic institution in support of a scholarship student’s application. This is an official letter from the Bureau, stating that upon admission to the degree program, SACB will pay the student’s registration, tuition, bench fees (if applicable), health insurance, and provide a monthly stipend. Please note that this differs from a Sponsorship Authority Certification or Final Financial Guarantee, which is issued by SACB directly to the academic institution after the student has been accepted and registered in an academic program.

Q. Applicants sometimes provide us with Financial Guarantees issued from other Saudi Governmental bodies; should we accept these?
A. We kindly request that the university accepts Financial Guarantees issued from Saudi Universities or other Saudi governmental institutions, as it is confirmation that the applicant has been granted a scholarship by his/her employer. Once the student arrives in Canada and opens a file with the Bureau, his scholarship will be administered by SACB and an official sponsorship certification will be mailed out to the University.

Q: I have agreed to supervise a scholarship student. How do I begin the process of applying for Bench Fees?
A: The KASP can provide Bench Fees in the amount of up to $5,000 for Master students and up to $10,000 for PhD students to cover the cost of consumable items used during their studies. Normally this process begins when a graduate-level scholarship student finds a potential supervisor. The chosen research University will provide the Bureau/student with a proposal—on letterhead—detailing all items to be purchased (including cost per item) that is signed by the research supervisor, student, appropriate department chair or school director. The student must submit the request for approval to his/her Academic Advisor at the Bureau through the Student Portal, and the student’s Advisor must then send the request to the Department of Academic Relations and Admissions via the portal for review. The Department of Academic Relations and Admissions will review the request and report back to the Advisor as to whether or not the request meets the Bench Fee Policy (final approval is based on agreed-upon regulations with the University, relevancy, cost of items, etc). Subsequently, the Advisor will then inform the student of the final decision through the Student Portal and, if approved, the Bureau will advise the student of next steps. Upon receiving an invoice from the University by mail, the Bureau will release the funds. Please see Appendix A for the 2013 Provision of Bench Fees Policy.

Q. Does SACB only administer the King Abdullah Scholarship Program?
A. The Bureau is a government institution that acts on behalf of the Saudi Ministry of Higher Education and its affiliated sponsoring agencies; therefore the Bureau does administer scholarships offered by other governmental bodies and universities in the Kingdom of Saudi Arabia.

Q. Are the privately funded students allowed to join the scholarship program?
A. Once the privately funded student receives an Academic Letter of Acceptance he/she would then have completed 80% of the requirements for the enrollment into the King Abdullah Scholarship program. Once the student meets all other requirements, his enrollment request will be sent to the Ministry of Higher Education in Saudi Arabia and it will take up to two weeks to get a confirmation.

Q. Do Admissions Liaison Officers complete applications on behalf of students?
A. No. ALOs provide advice to students regarding the application process – via email, telephone or in person at the Bureau – but it is the student’s responsibility to fill out the application themselves.

Q. Can SACB collect and provide information (for example, student statistics) to my institution?
A. Upon your request, the Department of Academic Relations and Admissions will be happy to provide you with information relating to the number of scholarship students that have consulted the department and have chosen to apply to your institution (including their level of studies and/or specialization).

Q. How do the grading systems work and how can I interpret the transcripts I receive from Saudi Institutions?
A. In most Saudi Arabian Universities, the GPA is out of 5 (5-A+, 4.75-A, 4.50-B+, 4-B, 3.5-C+,3-C, 2.75-D+, 2-D), with the exception of a few that are calculated out of 4. If you require further information, please refer to the ‘Education System in Saudi Arabia’ section of this document or contact SACB.

Q. What if we are unable to provide acceptance for a student due to language or academic requirements?
A. A KASP student who does not receive direct admission to a program can be accepted conditionally to the program, or admitted to a qualifying year, during which they will complete courses or ESL training to fulfill the requirements of the degree program into which they are seeking acceptance.

For more information about the Saudi Arabian Cultural Bureau in Canada and King Abdullah Scholarship Program, please visit our website www.saudibureau.org/English, call 1-877-446-8212 or email the Department of Academic Relations and Admissions: AcademicRelations@saudibureau.org
APPENDIX A:
2013 Provision of Bench Fees Policy

FUNDING

- A one-time payment of up to $5,000 for a research-based Master’s program

- A one-time payment of up to $10,000 for a PhD program during the entire duration of the program

PROPOSAL WITH AN ITEMIZED LIST AND THE AMOUNT OF FUNDS REQUIRED PER EACH ITEM ON OFFICIAL LETTERHEAD

- The University provides the Bureau with a proposal from the supervisor, the appropriate department Head or Dean setting out the amount of funds required and the specific uses to which the funds will be applied for approval by the Bureau

- The bench fees cover consumable and/or disposable research materials and supplies

- The University provides for indirect or overhead costs, such as the costs associated with facilities and basic utilities, the purchase and repair of office equipment, administration fees, insurance for equipment and research vehicles, basic communication devices such as telephones and fax machines, and computer software and terminals

- The Bureau is not responsible for funding expenditures or commitments by grantees that exceed grant funds applied to the grantees’ credit at the institution for current and prior fiscal periods
APPENDIX B:
Student Consent Form

ROYAL EMBASSY OF SAUDI ARABIA
SAUDI ARABIAN CULTURAL BUREAU
2101 THURSTON DRIVE
OTTAWA, ONTARIO
CANADA K1G 9C9

ACKNOWLEDGEMENT

I, the undersigned, hereby confirm that I am a Saudi Arabian Government-sponsored student and/or trainee pursuing or intending to pursue my educational studies and/or training in Canada. I acknowledge that in consideration of my eligibility to receive scholarship funding and other support provided to me by the Saudi Arabian Cultural Bureau in Canada and my Sponsoring Agency in Saudi Arabia, I agree to return to the Kingdom of Saudi Arabia after the conclusion of my studies and/or training in Canada and to provide such services in the employ of my Sponsoring Agency as may be required to discharge my financial obligation arising from my studies and/or training. I further agree that I will not seek or accept employment in Canada without the express written permission of my Sponsoring Agency through the Saudi Arabian Cultural Bureau, and until my financial obligations to my Sponsoring Agency and/or to the Government of Saudi Arabia are fully and completely discharged.

CONSENT, AUTHORIZATION AND DIRECTION

I hereby give my UNCONDITIONAL AND IRREVOCABLE CONSENT AND DIRECTION to any and all Canadian educational institutions, universities, licensing authorities, hospitals, and related educational and medical agencies and associations in which I am, or become, a student, trainee, employee, patient, or member of, to release to the Saudi Arabian Cultural Bureau in Canada any and all information which you may possess or acquire in the future in relation to me, including all academic and other records, results of tests, examinations or evaluations, medical and other personal records and/or any other knowledge and information that you may possess or come to possess in relation to me, AND FOR SO DOING LET THIS BE YOUR GOOD AND SUFFICIENT AUTHORITY.

For greater certainty, this document is not intended to apply to personal financial information, including without limitation, banking records.

This Acknowledgement and this Consent, Authorization and Direction and this Release shall continue in full force and effect for the duration of my studies and/or training in Canada and thereafter until the discharge of my above-mentioned financial obligations.

RELEASE

I hereby agree to release you, your officers, representatives and employees, from any claims, causes of action or liability arising now or in the future by reason of the release of the confidential information referred to above to the Saudi Arabian Cultural Bureau.

DATED at ________________ this ___ day of ______, 20___

(City) (Country) (Month)

NAME: __________________________

SIGNED: ________________________

TEL: 613-238-5555 FAX: 613-563-9010 www.saudibureau.org - E-mail: office@saudibureau.org
APPENDIX C:
Financial Guarantee for Admission Purposes Only

January 01, 2014
FOR ADMISSION PURPOSES ONLY

Admissions Office
University
100 University Road
City, Province
Canada *** ***

Dear Sir/Madam:

It is a pleasure to write this letter to express our support for Mr./Ms. ********** in his/her application for the Bachelor/Master/PhD program.

Upon admission into the above-referred Degree Program, the Bureau will pay this student’s registration, tuition fees, and health insurance. In addition, the Bureau will provide a monthly stipend to the student.

If (s)he does not meet some of the admission requirements, we are requesting on his/her behalf a conditional acceptance to the university to take any qualifying academic courses to prepare for direct entry into his/her Degree program.

We hope this information proves helpful and will be pleased to answer any additional questions you may have.

Sincerely,

Dr. **********
Academic Relations and Admissions

2101 Thivani Drive, Ottawa, ON, K7G 6C9 • Tel: (613) 238-3355 • Fax: (613) 563.3013 • www.saudibureau.org • email: office@saudibureau.org