

Saudi Arabian Cultural Mission Sponsored Students Rules/Requirements

As a SACM sponsored student you have certain requirements that you must follow that are in addition to your immigration rules/requirements. Western Oregon University strives to work cooperatively with SACM to ensure that you remain in compliance with SACM scholarship requirements.

The following information serves as a reminder to you of some of the additional conditions you must meet to stay in good standing with SACM while at WOU.

Submitting a Financial Guarantee:

When you first applied to WOU, you likely used a “Financial Guarantee for Admission Purposes.” In order for you to be fully considered a SACM-sponsored student at WOU, and your tuition/fees billed to SACM, you need to ensure that your official financial guarantee issued to WOU has been emailed directly from SACM to the Office of International Education & Development (OIED) global@wou.edu. We do not accept financial guarantees directly from the student. We strictly require that it is emailed directly from the SACM Portal System. **It is your responsibility to ensure that your financial guarantee is valid at all times. Please look at your financial guarantee and take note of the end date.** If the date on the form is approaching you must request a new one emailed to the OIED from SACM directly. The OIED will inform you by email that the Financial Guarantee has been received.

Payments:

Eligible tuition/fees are processed through the WOU Business Office. Any financial guarantee received after the 1st week of the term is considered late and the student is responsible for any and all late fees/interest charges accrued as a result. You should check your account each term to ensure that your eligible tuition/fees have been billed to SACM and to pay any remaining balance on your account that is your personal obligation to pay. **Financial guarantees that end more than two weeks before the term will not be considered valid and your tuition will not be billed to SACM. In this case, you will need to provide a new FG that covers the entire term or ends within two weeks of the term.** Please note SACM will only pay for your tuition, course fees, health center fee, rec center building fees, incidental fees, and building fees each term. You are responsible for all other charges/fees that are added to your account each term.

Registration:

For your scholarship to be awarded, SACM requires that you register for the minimum number of credits each term that you are a student:

- Undergraduate: 15 credits per term
- Graduates: 12 credits per term

Please note that you should enroll in courses that are directly needed for your major/minor/LACC’s/degree requirements in order to be covered by your scholarship. SACM will not pay for credits that are not required for graduation requirements.

Undergraduate students should note that enrollment in dance and music courses is not permitted by the Ministry of Higher Education (MOHE) in KSA. Only courses in art and theatre will be approved by SACM. Therefore, WOU will permit you to take all 9 of the required LACC creative arts credits from the two areas that SACM does permit (theatre and art).

Verification Letters:

Verification of enrollment letters can be obtained directly from the Registrar’s Office. You should see a Channel on your WOU Portal account called “SACM Verification Request”. From there, you can submit any request through the “SACM Verification Letter Request” link. These letters may take up to 5-7 business days to process. If you do not see this link/channel in your WOU Portal Account or have questions, please contact the Registrar’s Office.

Concurrent Enrollment:

In order to be covered by SACM, if you take courses at another institution to be transferred back to WOU to meet a graduation requirement, you will need to have SACM approval for those courses. This may require a letter from WOU noting that the chosen course will transfer back to WOU and substitute for a specific WOU course. Additionally, as an international student you are required to be a full-time student, thus, the OIED will not allow a reduced course load for concurrent enrollment until you have been given authorization from SACM to do so. You must have an authorization email directly from SACM indicating you have their permission to enroll part-time elsewhere, and as a result, take reduced credits at WOU. You should forward the authorization to OIED. Please note that you will be subject to the immigration reporting



deadlines each term. This means, that you have the first two weeks of the term to have authorization for concurrent enrollment such that you are a full-time student and in compliance with US Immigration requirements.

Online/Hybrid Course Restrictions:

SACM has a strict limitation on the number of courses you can take for your degree that are offered online/hybrid. You must obtain permission from SACM to take an online/hybrid course. Permission comes in the form of a separate financial guarantee indicating the course information you have been approved to enroll in. As any financial guarantee, this must be sent to the OIED directly from SACM.

If the OIED does not receive a financial guarantee for the online/hybrid course by the end of the **second week** of the term **you will be dropped** from the online course and required to replace the course with one offered on campus so that you have the required number of credits needed for registration. Note: We recommend registering for an extra course in case SACM does not approve your request, and if they do approve then you can drop the extra course. SACM will not recognize completing a graduation requirement if that requirement was met with an unauthorized online/hybrid course.

Change of Majors:

In order to change your major you must have approval from SACM. You are required to follow these steps in order to initiate the process:

1. Fill out the Change of Major request forms in the OIED
2. OIED will write a letter on your behalf to SACM indicating you are eligible to change your major upon SACM approval only.
3. Submit the above letter to SACM and request a change of major
4. If SACM approves of the new major, they will need to send a new financial guarantee to the OIED.
5. Once the OIED receives the new financial guarantee, your SEVIS record will be updated as well as your WOU Banner record. You will also receive a new "admission" letter stating your new major.

Consent to Release Information

As a condition of the scholarship, SACM requires WOU to send your term class schedule as well as end of term transcript every term you are enrolled at WOU. WOU requires written permission from students to send such information. Thus, you will be required to sign a Consent to Release Information Form during your first term at WOU.

Term Schedules

Each term that you are a student at WOU, the OIED will send SACM your term class schedule. Schedules will be sent after the last day to drop a class which is around the 4th week of the term. Please note that we must have a signed consent form on file before we will be able to send your schedule to SACM. Please see the Consent to Release Information section above for more information.

Insurance

International insurance fees are assessed on student accounts upon registration. The International Insurance fees are waived from the student accounts for students that have provided WOU a valid Financial Guarantee for the entire period of enrollment authorized by SACM.

Students that have not submitted a valid Financial Guarantee by the end of the third week of the term **will not be eligible to receive the waiver and will be required to pay WOU for International Insurance charges unless they are able to provide sufficient proof of coverage and complete the necessary waiver forms located in the International Office.**
You must have all documents turned in by the deadline each term in order to qualify for the insurance waiver. Late submissions will not be accepted after the deadline and you will be responsible to pay for the insurance at that point.

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