



## NCAAA AIMS Program Registration

**1. Select the name of Institution**

Institution Profile (T1.I)

**2. Select the name of College and Program**

Program Profile (T1.P)

If you do not find your institution, please contact NCAAA

**3. Select the name of the country.**

Country – Saudi Arabia (Jeddah, Al Khobar, Mecca, Medina , Al Hasa, Taif, Dammam, Khamis, Mushait, Buraidah) Bahrain, UAE, Kuwait.

**4. Name of Rector**

- Address
- Office Telephone
- Mobile
- Email

**5. Name of Dean**

- Address
- Office Telephone

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- Mobile
- Email

### 6. Chief Quality Officer

- Address
- Office Telephone
- Mobile
- Email

I agree with the terms and conditions of use for the NCAAA Accreditation Management System (see below).

### NCAAA ACCREDITATION MANAGEMENT SYSTEM TERMS AND CONDITIONS

**IMPORTANT! PLEASE READ CAREFULLY. THIS IS A CONTRACT. BY CLICKING "I AGREE" BELOW, YOU ACCEPT ALL TERMS AND CONDITIONS OF THIS AGREEMENT.**

In order to register for and have access to the NCAAA accreditation management system (AIMS) indicate agreement to the terms and conditions required for use of AIMS on page 1.

Once the registration agreement is processed, NCAAA will assign a login name, a password, and activate AIMS Step 1.

#### **Privacy Statement**

NCAAA is committed to protecting privacy. Authorized employees within the NCAAA have limited access. Any unauthorized access to AIMS will be thoroughly investigated and prosecuted to the full extent of the law.

#### **Confidentiality (Data protection under Saudi Law)**

There is no specific data protection law in KSA. Therefore, in the absence of specific legal provisions for data protection, Saudi courts and adjudicatory bodies will interpret data privacy and confidentiality violations under general principles of Sharī'ah Law.

#### **License for AIMS**

The NCAAA owns the intellectual property rights of the AIMS and all information and documents submitted to the site; subject to the license notations given below. Information and documents may be downloaded and printed for accreditation purposes only.

Authorized users may not:

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- Publish information or documents from the AIMS ;
- Sell, rent, or sub-license information or documents from the AIMS;
- Publicly show, publicize, or illustrate information or documents from the AIMS;
- Reproduce, duplicate, copy or otherwise exploit information or documents from the AIMS;
- Edit or otherwise modify any information or documents from the AIMS;
- Distribute information or documents from the AIMS outside the institution;

NCAAA publications are available to the public on the NCAAA website.

### **Payment**

Annual maintenance fees for institutions and programs are required from all NCAAA members. The annual maintenance fees must be paid in order to utilize the AIMS. An additional Accreditation Visit Fee is required before starting AIMS Step 4.

All fees are determined by the NCAAA Board of Directors and are based on the “total enrollment” of the institution or program, including remote or branch campuses.

#### **Institutional – Annual Registration Fee**

<b>Total Enrollment (Full Time)</b>	<b>Annual Registration Fee (SAR)</b>
<b>0 to 2999</b>	
<b>3,000 to 4,999</b>	
<b>5,000 to 9,999</b>	
<b>10,000 to 14,999</b>	
<b>15,000 and over</b>	

#### **Program – Annual Registration Fee**

<b>Total Enrollment (Full Time)</b>	<b>Annual Registration Fee (SAR)</b>
<b>0 to 99</b>	
<b>100 to 149</b>	
<b>150 to 199</b>	
<b>200 to 249</b>	
<b>250 and over</b>	

#### **Accreditation Site Visit Fee**

<b>Review Type</b>	<b>Accreditation Visit Fees (SAR)</b>	
	<b>Program</b>	<b>Institution</b>
<b>Accreditation Review</b>		
<b>Branch Campus</b>		
<b>Eligibility</b>		
<b>Other</b>		

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***\*Full time – the number of students enrolled in higher education courses with a total credit load equal to at least 75% of the normal full time course load.***

**Method of Payment:** Cash or personal check with bankcard, all major credit/debit cards, direct debit or transfers are acceptable methods of payment. Term of payment is to be paid in full within thirty days of the billing date. Fees that remain outstanding by the due date will incur a late payment interest at the rate of 2% above the prevailing Bank of England's base rate on the outstanding balance until such time as the balance is paid in full and final settlement. NCAAA reserves the right to seek recovery of any funds remaining unpaid sixty days from the date of invoice through a collection agency. In such circumstances, the institution shall be liable for any and all additional administrative and court costs.

Returned checks will incur a charge to cover banking fees and administrative costs. In an instance of a second returned check, NCAAA may terminate the arrangement. Consequently, all bookings and/or transactions and agreements entered into will cease with immediate effect until such time as any and all outstanding funds are recovered in full.

## **Access**

The AIMS may not be used in any way that causes, or may cause, damage to the system or impairment which is unlawful, illegal, fraudulent or harmful, or in connection with any unlawful, illegal, fraudulent or harmful purpose or activity.

The AIMS may not be used to copy, store, host, transmit, send, publish or distribute any material which consists of (or is linked to) any spyware, computer virus, Trojan horse, worm, keystroke logger, rootkit or other malicious computer software.

## **Restricted Access**

Access to certain areas of this website is restricted. The NCAAA reserves the right to restrict access to areas of the AIMS or to the entire AIMS.

In the event that the NCAAA provides a user ID and password to enable access to restricted areas of the AIMS or other content or services, the user must ensure that the user ID and password are kept confidential.

## **User Content**

In these terms and conditions, "user content" means institution information and documents that are submitted to the AIMS.

The NCAAA grants a worldwide, irrevocable, non-exclusive, royalty-free license to use, reproduce, adapt, publish, translate and distribute user content in any existing or future media.

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The NCAAA is granted the right to sub-license these rights, and the right to bring an action for infringement of these rights.

User content must not be illegal or unlawful, must not infringe any third party's legal rights, and must not be capable of giving rise to legal action; whether against the user or a third party (in each case under any applicable law).

Users must not submit any user content to the website that is or has ever been the subject of any threatened or actual legal proceedings or other similar complaint.

The NCAAA reserves the right to edit or remove any material submitted to the AIMS, or stored on the institutions servers, or hosted or published in the AIMS.

### **Warranties**

The AIMS is provided “as is” without any representations or warranties, express or implied. The NCAAA makes no representations or warranties in relation to this AIMS or the information and materials provided on this website.

The NCAAA will use reasonable efforts to collect and verify information in documents; the NCAAA cannot ensure that the information is accurate, current, or complete. The NCAAA makes no warranty as to the accuracy, completeness, currency or reliability of any information in the documents. You are responsible for verifying information before relying on it

The NCAAA makes no representations or warranties that the use of the documents will be uninterrupted or error free. Users are responsible for taking all necessary precautions to ensure that any information is free from viruses or other similar concerns.

### **Limitation of Liability**

The NCAAA specifically disclaims any liability, whether based in contract, tort, strict liability or otherwise, for any direct, indirect, incidental, consequential, or special damages arising out of or in any way connected with access to or use of the documentation. Furthermore, the disclaimer applies if the NCAAA has been advised of the possibility of such damages; including, but not limited to reliance by any party on any information obtained through the use of the publications; or damages of any kind that arise in connection with mistakes or omissions in; or delays in transmission of, information, interruptions in telecommunications connections to the publications or viruses, whether caused in whole or in part by negligence, acts of God, telecommunications failure, theft or destruction of, or unauthorized access to the publications, or related information or software.

### **Breaches of Terms and Conditions**

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A breach the terms and conditions, in any way, may result in legal action by NCAAA. Without prejudice, the NCAAA may take action which it deems appropriate to deal with the breach, including suspending access to the AIMS and/or initiate court proceedings.

### **Variation**

The NCAAA may revise these terms and conditions. Revised terms and conditions apply to the AIMS from the date the revision is posted on the website. Please check regularly to be familiar with the current version.

### **Location**

The AIMS is operated by the NCAAA from its offices in Riyadh, Saudi Arabia. This agreement is governed and construed in accordance with the laws of Saudi Arabia.