



# e-Services Terms and Conditions

## Definitions

### Service:

It is the service existing at the university and identified on its website

### User:

is the person who uses the service and includes but not exclusively: (the person who makes any request inside the service, the person who visits the service and the person who uses any of the available services)

### Password:

It is the password created and assigned by the user him/herself, which allows accessing the service

## Means for accessing the service

KFU Website Link:

**kfu.edu.sa**

It is the university-approved link. It has a website that displays all the services provided by the university, and it contains all other communication means.



## Terms and Conditions

The service is provided according to the target group; however, not all services are available to all users.

The password is exclusive to the user and nobody inside the university, whether the service manager or any support technician is expected to ask for it. The user is not permitted to neglect or reveal his/her password or to give it to others.

The processing of services that need approval or that go through a series of procedures through university employees, will be implemented within daily working hours only.

If the service inputs allow the user to add data or upload files, he/she must ensure the correctness of that data before sending it, and the one who receives the service has the right to reject any request due to a deficiency in the entered data.

The user is responsible for providing appropriate formats and sizes while uploading the required files. In case the service denies certain formats, providing suitable ones is the user's task.