



Intensive Arabic Program

Registration Form

Thank you for choosing Qalam wa Lawh Center for Arabic studies. To register for a course, please complete and return this form and allow 48-72 hours for a registration confirmation, student guide, and a detailed fee statement.

This form may be returned to the school via:

- Email to: registrations@qalamcenter.com

Personal Information:

1. First Name: _____ Last Name: _____
2. Gender: Male Female
3. Date of birth: ____ / ____ / ____ (DD/MM/YYYY)
4. Occupation: _____ Company/School: _____
5. Nationality: _____ Passport Number: _____
6. Address: _____
7. Phone (home, cell): _____
8. Email: _____
9. Spoken languages: _____

Educational Background:

10. Arabic Studies:

Institution	Level	Dates

11. Are you planning to receive academic credit from this Arabic program: Yes No

If yes, please include a copy of your official transcript and all relevant Arabic course syllabi with this registration form.

12. Please estimate your current language level: Please select one

Note: Actual course placement is determined through a placement test.

13. Reason for studying Arabic (degree requirement, religious, business, hobby, other?)
Please specify: _____



14. Arabic Textbooks used in previous courses:

Textbook: _____ volume: _____

Textbook: _____ volume: _____

15. Travel Experience:

16. Have you been to Morocco before? SELECT

If yes, please give details: _____

17. Please list other foreign residence or travel, mentioning length of stay:

Medical Information:

18. Do you have any dietary restrictions, allergies or special medical needs?



Course Selection

19. Please select a subject (Select only one)

Modern Standard Arabic (MSA)

Moroccan Arabic (CMA)

20. Please select a course

Arabic Immersion Courses		DH	USD	Euro
Group courses allow you to rapidly acquire the Arabic language. more details				
<input type="checkbox"/>	Semi-Intensive 20 hr/week	1,800 DH	\$190	167 € Per Week
<input type="checkbox"/>	Intensive 30 hr/week	2,450 DH	\$258	234€ Per Week
Private one-on-one courses		DH	USD	Euro
Private one-to-one courses can be organized independently or in combination with a group course to accommodate specific schedules and learning goals.				
<input type="checkbox"/>	Private Course hours/week	250 DH	\$27	24 € Per hour

21. Please select a start date. Please note that all start dates are suitable for intensive courses and dates marked with an (s) are suitable for semester courses.

2023	Jan - Mar	Apr - Jun	Jul - Sep	Oct - Dec
<input type="checkbox"/>	02-Jan	<input type="checkbox"/> 10-Apr*		<input type="checkbox"/> 02-Oct
<input type="checkbox"/>	16-Jan*(s)	<input type="checkbox"/> 24-Apr	<input type="checkbox"/> 10-Jul	<input type="checkbox"/> 16-Oct*
<input type="checkbox"/>	30-Jan	<input type="checkbox"/> 08-May*	<input type="checkbox"/> 24-July*	<input type="checkbox"/> 30-Oct
<input type="checkbox"/>	13-Feb*	<input type="checkbox"/> 22-May	<input type="checkbox"/> 07-Aug	<input type="checkbox"/> 13-Nov*
<input type="checkbox"/>	27-Feb	<input type="checkbox"/> 29-May*	<input type="checkbox"/> 21-Aug*(s)	<input type="checkbox"/> 27-Nov
<input type="checkbox"/>	13-Mar*	<input type="checkbox"/> 12-Jun	<input type="checkbox"/> 04-Sep	<input type="checkbox"/> 11-Dec*
<input type="checkbox"/>	27-Mar	<input type="checkbox"/> 26-Jun*	<input type="checkbox"/> 18-Sep*	<input type="checkbox"/> 25-Dec
2024	Jan - Mar	Apr - Jun	Jul - Sep	Oct - Dec
<input type="checkbox"/>	08-Jan*(s)	<input type="checkbox"/> 01-Apr*	<input type="checkbox"/> 08-Jul	
<input type="checkbox"/>	22-Jan	<input type="checkbox"/> 15-Apr	<input type="checkbox"/> 22-Jul*	<input type="checkbox"/> 14-Oct*
<input type="checkbox"/>	05-Feb*	<input type="checkbox"/> 29-Apr*	<input type="checkbox"/> 05-Aug	<input type="checkbox"/> 28-Oct
<input type="checkbox"/>	19-Feb	<input type="checkbox"/> 13-May	<input type="checkbox"/> 19-Aug*(s)	<input type="checkbox"/> 11-Nov*
<input type="checkbox"/>	04-Mar*	<input type="checkbox"/> 27-May*	<input type="checkbox"/> 02-Sep	<input type="checkbox"/> 25-Nov
<input type="checkbox"/>	18-Mar	<input type="checkbox"/> 10-Jun	<input type="checkbox"/> 16-Sep*	<input type="checkbox"/> 09-Dec*
		<input type="checkbox"/> 24-Jun*	<input type="checkbox"/> 30-Sep	<input type="checkbox"/> 23-Dec

Legend

(*) date suitable for complete beginners who have never learned Arabic and are unable to read/write using the Arabic script even at the most basic level

22. Please specify the length of your study: _____ Weeks

Minimum registration period is 2 weeks. See [Appendix B](#) for long term discounts.



Housing options

There are two housing options available to students:

a) Student Residence accommodations

Furnished apartments equipped with comfortable sleeping arrangements, self-service kitchens, high-speed internet access, WIFI, cleaning service (2x per week) located within 10 mins of the school.

Available in single and double occupancy & include breakfast (5 days/week) | [More details](#)

	MAD	USD ¹	EURO ¹	
School Residence – Single Occupancy	1,800 DH	\$190	172 €	per week
School Residence – Double Occupancy	1,300 DH	\$137	124 €	per week

b) Host family Accommodations

Staying with a Moroccan host family is a wonderful way to fully experience the culture and lifestyle of Morocco. Homestays are always a rich experience for students and include breakfast and dinners, 7 days per week | [More details](#)

	MAD	USD ¹	EURO ¹	
Host Family Accommodations	1500 DH	\$158	143 €	per week

23. Please select your housing options:

First Choice	Second Choice
Please select one	Please select one

Meals and Services

24. School lunches include a variety of traditional Moroccan specialties (Tagines, couscous...) in addition to several popular meal items (sandwiches, salads ...). All meals are prepared on-site daily and are served from Monday – Friday.

	MAD	USD	EURO	
<input type="checkbox"/> Add lunch (Monday – Friday)	300 DH	\$32	29 €	per week

25. Once you arrive, textbooks are available for purchase or on loan with a fee of 50 dh/week.

¹ USD and Euro amounts will vary based on actual exchange rate. Approximate amounts shown are based on 1 USD = 8.5 MAD, 1 EURO = 11 MAD)



Trips and Activities

26. Weekend trips

Take advantage of your weekends to discover Morocco's most spectacular destinations. Trips are all-inclusive (transportation in air-conditioned Minivan, Hotel in double occupation, meals, site entry fees, & local guides).

- Two-day trips depart Rabat on Saturdays at 08 AM
- Three-day trips depart Rabat on Friday at 2 PM (after classes)
- All trips return to Rabat on Sundays at around 08 PM.
- You will receive the date of your trip in the confirmation and will be notified if any of the trips you selected is not available during your stay.

	<i>MAD</i>	<i>USD</i>	<i>EURO</i>	
<input type="checkbox"/> Casablanca - Marrakech (2 days, 1 night)	1200 DH	\$127	115 €	per trip
<input type="checkbox"/> Fes – Meknes - Oualili (2 days, 1 night)	1200 DH	\$127	115 €	per trip
<input type="checkbox"/> Tangier - Chefchaouen (2 days, 1 night)	1200 DH	\$127	115 €	per trip
<input type="checkbox"/> Moroccan Sahara - Merzouga (3 days, 2 night) ²	1800 DH	\$190	172 €	per trip

² Sahara trip departs Rabat on Friday at 02 PM (after classes) and returns to Sunday at around 08 PM



Emergency Contact Information

Please list the person that we may contact on your behalf in case of emergency.

Contact:

Name: _____
Telephone: _____
Address: _____
Email: _____
Relation to you: _____

Additional Notes

- To schedule an airport transfer, please send us your arrival and departure details once you book your flights.
- Laundry service is available at the language center and at the student residence

Please use this space for any additional information, notes, or instructions related to your course registration, accommodations, or meals.

CERTIFICATION:

- I certify the information in this registration form is accurate to the best of my knowledge.
- I have read Appendix D: Student Code of Conduct and agree to comply with it.
- I have read Appendix E: Booking Conditions and agree to comply with them.

Date: _____



Appendix A

Public Holidays

Qalam wa Lawh Arabic Language center will be closed on the following days:

2023 Holidays:	2024 Holidays:
<ul style="list-style-type: none"> • 01 Jan: New Year • 11 Jan: Independence Manifesto Day • 22-23 Apr: Eid ul Fitr * • 01 May: Labor Day • 29-30 June: Eid Al Adha * • 19 July: Hijri New year * • 14 Aug: Oued Eddahab Day • 20 Aug: Revolution Day • 21 Aug: Youth Day • 27-28 Sep: Prophet's Birthday * • 06 Nov: Green March Day • 18 Nov: Independence Day 	<ul style="list-style-type: none"> • 01 Jan: New Year • 11 Jan: Independence Manifesto Day • 10-11 Apr: Eid ul Fitr * • 01 May: Labor Day • 16-17 June: Eid Al Adha * • 07 July: Hijri New year * • 14 Aug: Oued Eddahab Day • 20 Aug: Revolution Day • 21 Aug: Youth Day • 15-16 Sep: Prophet's Birthday * • 06 Nov: Green March Day • 18 Nov: Independence Day

* Based on Hijri Calendar: may vary by one or two days based actual moon sighting.

Appendix B

Discounts

Discount ³	Duration	Rate	Applies to
Long term discount	4 weeks – 7 weeks	5%	Group Courses
	8 weeks – 11 weeks	10%	Group Courses
	12 weeks +	15%	Group Courses
Group discount	Any duration	5% -15%	Group/private courses
Alumni discount	Any duration	15%	Group/private courses for students who have completed a minimum of 12 weeks of study at Qalam wa Lawh.

Appendix C

Bank Information

The following are the bank details. **Do not send** any payment until you receive your registration confirmation and fee statement. Please make sure to mention your name and registration number with the payment. Once you send your payment, please forward a copy of your confirmation receipt to registrations@qalamcenter.com.

Bank Name: Wells Fargo Bank

Location: San Francisco, CA, USA

Swift code: WFBIUS6S

³ Discounts may not be combined. Maximum discount is 15%.

Qalam wa Lawh Center for Arabic Studies

Rabat, Morocco ☎ +212 (0)5 37 775 881 ✉ registrations@qalamcenter.com

قلم و لوح لتعليم اللغة العربية

<http://www.qalamcenter.com>



QALAM
WA
LAWH

Account Name: Qalam wa Lawh LLC
Account Address: 1441 Woodmont Ln NW #418
Atlanta, GA 30318
USA
Account Number: 5253190556
Routing Number:..... 121000248



Appendix D: Student Code of Conduct

We ask that our students comply with a basic code of conduct on campus that will ensure their safety as well as an atmosphere of mutual respect between students, faculty, and school administration. Non-compliance with these guidelines of behavior is grounds for expulsion from our program without refund.

1. No recreational drugs or alcohol anywhere within the school property.
2. No smoking on the school property except in designated areas.
3. No religious proselytizing is permitted on campus (this prohibition does not include respectful and meaningful discussions related to religion)
4. Students (male and female) must adhere to the school dress code anywhere within the public areas of the school property (including the school social areas).
5. School computers shall not be used to access pornography or break any local or international laws regarding the proper use of computers and the internet.
6. No pork shall be stored or consumed using school-owned utensils.
7. Students will not physically or verbally abuse other students or staff members.
8. Students will respect school property and will not intentionally damage or destroy school property in any way.

Dress Code:

- No exposed mid-driffs or underwear
- Pants, skirts, or dresses must reach the knee in length when standing
- Shirts must have sleeves (short sleeves, long sleeves, or ¾ sleeves)
- No exposed cleavage
- No foul or offensive t-shirt slogans

Appendix E: Booking Conditions

1. **ENROLLMENT:** Fill in the application form and e-mail, post or fax it to the Qalam Center. With your application, you commit yourself to the services requested and booking conditions. After having received your application, we will send you the registration confirmation/fee statement, as well as your student orientation guide. The invoice must be paid by the first day of classes
2. **REBOOKING:** You can contact us at any time if you wish to make a change to your booking (e.g. arrival date, courses, accommodation, etc.) While we will do our utmost but cannot guarantee the fulfillment of the request made since extra costs may incur.
3. **Check-in:** Check-in times are from Monday to Friday from 10 AM to 08:00 PM and Saturday –Sunday from 12 PM to 08:00 PM. Student arriving after the check-in time are escorted to a local hotel of their choice and can check into the residence/host family on the next day. Please budget 300 DH-600 DH (\$35-\$70) for the hotel.
3. **CANCELLATION:** You may cancel your enrollment at any time prior to the commencement of your courses. However, you will incur the following cancellation fees:



- Cancellation up to 30 days before course commencement: 10% of total fees.
- Cancellation between 15 and 29 days before commencement: 25% of total fees.
- Cancellation between 1 and 14 days before commencement: 50% of total fees.
- Thereafter, 90 % of the total fee is required.
- After arrival, no refunds will be made.

4. In the unlikely event the school won't be able to create a group course due to the fact of not having three (3) students at the same time/level, the group course is replaced by a semi-private course. In this case, the course program and cost remain the same but the hours are reduced by 50%. Under the rare circumstances of our being forced to cancel, all fees paid for Qalam wa Lawh will be refunded.

5. VISA: To provide the letter of acceptance required by the embassy for issuing a visa, 40% of the total amount should be paid together with an additional charge of 500 DH or equivalent. In case of visa refusal, a full refund minus the additional charge of 500 DH can only be made if the student provides the letter of refusal issued by the embassy at the latest 14 days before departure. Past this date, we will consider the participation of the student as confirmed and normal cancellation/rebooking fees will apply. In case the visa has not yet been issued 15 days before departure, we strongly recommend postponing the course. In this case, the first rebooking fee will not be charged (evidence required).

6. ACCEPTABLE FORMS OF PAYMENT:

By bank transfer: The relevant account number will be on the invoice. Please send us a copy of the transfer order. You will incur all bank charges.

By credit card: You can make Card payments online or onsite using a Marjor Credit Card (Visa, MasterCard, or Discover)

7. INSURANCE: Neither agent, operator, nor the school will be held responsible in any way for any accident, illness, loss of personal effects or change in personal circumstances arising at any time prior to or during the course. For such coverage, we recommend that you purchase a personal travel insurance.

8. LIABILITY: Parents of minors agree that neither Qalam wa Lawh nor the host family shall be liable for damage or problems caused either negligently or intentionally by their children while participating in trips. Parents and their children who are still minors recognize and accept the laws and the normal code of conduct of the country that they are visiting.