

## Semester Program Registration Form

Thank you for choosing the Qalam wa Lawh Center for Arabic studies. To register for a program, 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](mailto: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. Reason for studying Arabic (degree requirement, religious, business, hobby, other?)

Please specify: \_\_\_\_\_

#### 12. 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.

#### 13. Arabic Textbooks used in previous courses:

Textbook: \_\_\_\_\_ volume: \_\_\_\_\_



Textbook: \_\_\_\_\_ volume: \_\_\_\_\_

**Travel Experience:**

**14.** Have you been to Morocco before? SELECT

If yes, please give details: \_\_\_\_\_

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

\_\_\_\_\_

**Medical Information:**

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

\_\_\_\_\_

## Session Selection

### 17. Please select your desired session

#### AY 2022 - 2023

|                          |             |             |             |          |
|--------------------------|-------------|-------------|-------------|----------|
| <input type="checkbox"/> | Fall 2022   | 29 Aug 2022 | 16 Dec 2022 | 16 Weeks |
| <input type="checkbox"/> | Spring 2023 | 16 Jan 2023 | 5 May 2023  | 16 Weeks |

#### AY 2023 - 2024

|                          |             |             |             |          |
|--------------------------|-------------|-------------|-------------|----------|
| <input type="checkbox"/> | Fall 2023   | 28 Aug 2023 | 15 Dec 2023 | 16 Weeks |
| <input type="checkbox"/> | Spring 2024 | 15 Jan 2024 | 3 May 2024  | 16 Weeks |

## Course Selection

### 18. Please estimate your current language level: Please select one

Note: Course placement is determined through a placement test.

### 19. Intensive Arabic Course Selection (Max: 1 course)

Please select your Intensive Arabic course. Intensive courses include 20 class hours per week for a total of 320 hours per semester. Cost includes: placement tests, language course, Academic Advisors, tutoring, Service and cultural activities. (Select only one)

|                                     | MAD       | USD <sup>1</sup> | EURO <sup>1</sup> |            |
|-------------------------------------|-----------|------------------|-------------------|------------|
| Intensive Arabic Course (320 hours) | 24,480 DH | \$2,720          | 2,345 €           | per course |

- Modern Standard Arabic
  Moroccan Arabic
- I do not wish to take intensive courses

### 20. Standard Arabic course selection (Max: 3 courses)

Please select your standard courses. Standard Courses include 6 class hours per week for total of 80 hours per semester. Cost includes: placement test, language course, Academic Advisors, tutoring, Service and cultural activities. Please select a maximum of 3 courses.

|                                   | MAD      | USD <sup>1</sup> | EURO <sup>1</sup> |            |
|-----------------------------------|----------|------------------|-------------------|------------|
| Standard Arabic Course (80 hours) | 8,900 DH | \$950            | 810 €             | per course |

- Modern Standard Arabic
  Media Arabic
- Moroccan Arabic
  Arabic Literature
- Classical Arabic
- I do not wish to take standard Courses

**21. Area Studies Course Selection (Max: 4 courses)**

*Please select the courses that match your academic and personal interests. Area studies courses are taught by renowned professors from Mohammed V university, Ibn Tofail University, Hassan II University and are available in Arabic & English. (24 contact hours) | [More course details](#)*

|  | MAD      | USD <sup>1</sup> | EURO <sup>1</sup> |            |
|--|----------|------------------|-------------------|------------|
| Area Study Courses (24 hours per course) | 4,500 DH | \$495            | 445 €             | per course |

ART

- ART111 – Intro to Arabic Calligraphy  ART112 – Advanced Arabic Calligraphy

Sociology

- SOC111 - Gender & Society in Morocco

Politics

- POL123 – Political Systems in the Maghreb

History

- HIS111 - Contemporary History of Morocco & North Africa

Economics

- ECN001 – Introduction to Islamic Finance

Religion

- REL112 - Sufis, Saints, and Salafis: Tradition & Modernity in North Africa

## Housing Selection

There are three housing options available to students:

**a) School Residence accommodations**

Furnished apartments equipped with comfortable sleeping arrangements, self-service kitchens, high-speed internet access, WIFI, A/C, 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 <sup>1</sup> | EURO <sup>1</sup> |              |
|-------------------------------------|-----------|------------------|-------------------|--------------|
| School Residence – Single Occupancy | 28,800 DH | \$3,040          | 2,752 €           | per semester |
| School Residence – Double Occupancy | 20,800 DH | \$2,192          | 1,984 €           | per semester |

**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 <sup>1</sup> | EURO <sup>1</sup> |              |
|----------------------------|-----------|------------------|-------------------|--------------|
| Host Family Accommodations | 22,400 DH | \$2,368          | 2,144 €           | per semester |

**22.** Please select your housing options:

| First Choice      | Second Choice     |
|-------------------|-------------------|
| Please select one | Please select one |

## Meals and Services

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

**23.** Please select your meal choices:

|   | MAD      | USD   | EURO  |              |
|---|----------|-------|-------|--------------|
| <input type="checkbox"/> Add school lunch (Monday – Friday) | 4,000 DH | \$432 | 384 € | per semester |

<sup>1</sup> 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)

- 24. Student Phones:** Student phones are the perfect way to stay connected to your family and to other students. Student phones include unlimited incoming calls, and outgoing calls to other student phones, student residences, and school emergency numbers.

|   | MAD    | USD  | EURO              |
|---|--------|------|-------------------|
| <input type="checkbox"/> Add Student Mobile Phone Service | 800 DH | \$96 | 80 € per semester |

## 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.

|   | MAD     | USD   | EURO  |          |
|---|---------|-------|-------|----------|
| <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) | 1600 DH | \$170 | 153 € | per trip |

## 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

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

**2021 Holidays:** 01 Jan, 11 Jan, 01 May, 24-25 May\*, 30 July, 31 July-1 Aug\*, 14 Aug, 20 Aug\*, 20-21 Aug, 29 Oct\*, 06 Nov, 18 Nov

**2022 Holidays:** 01 Jan, 11 Jan, 01 May, 02-04 May\*, 9-11 July\* 29 July, 30 July-1 Aug\*, 14 Aug, 20 Aug\*, 20-21 Aug, 9 Oct\*, 06 Nov, 18 Nov

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

## Appendix B

### Discounts

| Discount <sup>2</sup> | Duration     | Rate    | Applies to                                  |
|-----------------------|--------------|---------|---|
| Group discount        | Any duration | 5% -10% | Core and Elective courses for groups of 10+ |

## 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](mailto:registrations@qalamcenter.com).

Bank Name: ..... Wells Fargo Bank  
Location: ..... San Francisco, CA, USA  
Swift code: ..... WFBIU6S  
Account Name: ..... Qalam wa Lawh LLC  
Account Address: 1441 Woodmont Ln NW #418  
Atlanta, GA 30318  
USA

Account Number: ..... 5253190556  
Routing Number: ..... 121000248

<sup>2</sup> Discounts may not be combined. Maximum discount is 15%.



## 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 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 will not 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.