



Online Arabic Program Registration Form

Thank you for choosing to study Arabic with Qalam wa Lawh. To register for an online course, please complete and return this form and allow 48-72 hours for 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: _____
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: _____

Travel Experience:

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

Medical Information:

16. Do you have any special medical needs?



Course Selection

17. Please select a subject (Select only one)

Modern Standard Arabic (MSA)

Moroccan Arabic (CMA)

18. Please select a course

Online Arabic Group Courses		DH	USD	Euro
These groups courses allow you to acquire the Arabic language rapidly. Each course includes live sessions and teacher-led work more details				
<input type="checkbox"/>	Intensive 20 hr/week	1,250 DH	\$132	120 € Per Week
<input type="checkbox"/>	Semester 80 hr/course	4,900 DH	\$516	467 € Per Course
Private one-on-one courses		DH	USD	Euro

Private courses provide the flexibility to accommodate specific schedules and learning goals.

Private Course hours 250 DH \$27 24 € Per hour

Please provide more details about your learning objectives and optimal study schedule.

19. 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.

2021	Jan - Mar	Apr - Jun	Jul - Sep	Oct - Dec			
<input type="checkbox"/>	18-Jan*	<input type="checkbox"/>	12-Apr*	<input type="checkbox"/>	05-Jul*	<input type="checkbox"/>	11-Oct
<input type="checkbox"/>	01-Feb	<input type="checkbox"/>	26-Apr	<input type="checkbox"/>	19-Jul	<input type="checkbox"/>	25-Oct*
<input type="checkbox"/>	15-Feb*	<input type="checkbox"/>	10-May*	<input type="checkbox"/>	02-Aug*	<input type="checkbox"/>	08-Nov
<input type="checkbox"/>	01-Mar	<input type="checkbox"/>	24-May	<input type="checkbox"/>	16-Aug	<input type="checkbox"/>	22-Nov*
<input type="checkbox"/>	15-Mar*	<input type="checkbox"/>	07-Jun*	<input type="checkbox"/>	30-Aug*	<input type="checkbox"/>	06-Dec
<input type="checkbox"/>	29-Mar	<input type="checkbox"/>	21-Jun	<input type="checkbox"/>	13-Sep	<input type="checkbox"/>	20-Dec*
			<input type="checkbox"/>		27-Sep*		
2023	Jan - Mar	Apr - Jun	Jul - Sep	Oct - Dec			
<input type="checkbox"/>	02-Jan	<input type="checkbox"/>	10-Apr*	<input type="checkbox"/>	03-Jul*	<input type="checkbox"/>	09-Oct
<input type="checkbox"/>	16-Jan*(s)	<input type="checkbox"/>	24-Apr	<input type="checkbox"/>	17-Jul	<input type="checkbox"/>	23-Oct*
<input type="checkbox"/>	30-Jan	<input type="checkbox"/>	08-May*	<input type="checkbox"/>	31-July*	<input type="checkbox"/>	06-Nov
<input type="checkbox"/>	13-Feb*	<input type="checkbox"/>	22-May	<input type="checkbox"/>	14-Aug	<input type="checkbox"/>	20-Nov*
<input type="checkbox"/>	27-Feb	<input type="checkbox"/>	05-Jun*	<input type="checkbox"/>	28-Aug*(s)	<input type="checkbox"/>	04-Dec
<input type="checkbox"/>	13-Mar*	<input type="checkbox"/>	19-Jun	<input type="checkbox"/>	11-Sep	<input type="checkbox"/>	18-Dec*
<input type="checkbox"/>	27-Mar			<input type="checkbox"/>	25-Sep*		

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

(s) date is suitable for semester courses

20. Please specify the length of your study: Weeks

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

Additional Notes

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

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 ¹	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. For groups of 3 students or more.
Alumni discount	Any duration	15%	Group/private courses. For Alumni 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 submit 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
Account Name: Qalam wa Lawh LLC
Account Address: 1441 Woodmont Ln NW #418
Atlanta, GA 30318
USA

1. Account Number: 5253190556
Routing Number: 121000248

¹ 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 to ensure an atmosphere of mutual respect between students, faculty, and school administration. There is no prohibition for respectful and meaningful discussions related to any subject. Non-compliance with these guidelines of behavior is grounds for expulsion from our online program without a refund.

Appendix E: Booking Conditions

- 1. ENROLLMENT:** Fill in the application form and e-mail or post it to Qalam wa Lawh. 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 (i.e., arrival date, courses, accommodation, ...) While we will do our utmost, but cannot guarantee the fulfillment of the request made since extra costs may incur.
- 3. CANCELLATION:** You may cancel your enrollment at any time before the commencement of your courses. However, you will incur the following cancellation fees:
 - Cancellation up to 30 days before course commencement: 10% of total costs.
 - Cancellation between 15 and 29 days before commencement: 25% of total costs.
 - Cancellation between 1 and 14 days before commencement: 50% of total costs.
 - Thereafter, 90 % of the total costs
 - After course commencement, no refunds or credits 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. ACCEPTABLE FORMS OF PAYMENT:**

By bank transfer: The relevant account number will be on the invoice. Please make sure to exclude your bank charges when sending a wire transfer, and to e-mail us a copy of the transfer confirmation.

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