



# Intensive Arabic Program

## Registration Form 2026-2027

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

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

If Yes, please send us a copy of your official transcript and all relevant Arabic course syllabi prior to your arrival.

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. Have you been to Morocco before? SELECT**

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

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

\_\_\_\_\_

**Medical Information:**

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

\_\_\_\_\_



## Course Selection

18. Please select a subject (Select only one)

Modern Standard Arabic (MSA)

Moroccan Arabic (CMA)

19. Please select a course

Arabic Immersion Courses		DH	USD	Euro
Group courses allow you to rapidly acquire the Arabic language.   <a href="#">more details</a>				
<input type="checkbox"/>	Semi-Intensive 20 hr/week	1,900 DH	\$200	181 € Per Week
<input type="checkbox"/>	Intensive 30 hr/week	2,500 DH	\$264	239€ 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

20. Please select a start date.

All start dates are suitable for Arabic immersion courses and private courses.

2026	Jan - Mar	Apr - Jun	Jul - Sep	Oct - Dec	
<input type="checkbox"/>	05-Jan*(s)		<input type="checkbox"/>	06-Jul	
<input type="checkbox"/>	19-Jan	<input type="checkbox"/>	20-Jul*	<input type="checkbox"/>	12-Oct*
<input type="checkbox"/>	02-Feb*	<input type="checkbox"/>	03-Aug	<input type="checkbox"/>	26-Oct
<input type="checkbox"/>	16-Feb	<input type="checkbox"/>	17-Aug*(s)	<input type="checkbox"/>	09-Nov*
<input type="checkbox"/>	02-Mar*	<input type="checkbox"/>	31-Aug	<input type="checkbox"/>	23-Nov
<input type="checkbox"/>	16-Mar	<input type="checkbox"/>	14-Sep*	<input type="checkbox"/>	07-Dec*
<input type="checkbox"/>	30-Mar*	<input type="checkbox"/>	28-Sep	<input type="checkbox"/>	21-Dec
2027	Jan - Mar	Apr - Jun	Jul - Sep	Oct - Dec	
<input type="checkbox"/>	11-Jan*(s)	<input type="checkbox"/>	12-Jul	<input type="checkbox"/>	04-Oct
<input type="checkbox"/>	25-Jan	<input type="checkbox"/>	26-Jul*	<input type="checkbox"/>	18-Oct*
<input type="checkbox"/>	08-Feb*	<input type="checkbox"/>	09-Aug	<input type="checkbox"/>	01-Nov
<input type="checkbox"/>	22-Feb	<input type="checkbox"/>	23-Aug*(s)	<input type="checkbox"/>	15-Nov*
<input type="checkbox"/>	08-Mar*	<input type="checkbox"/>	06-Sep	<input type="checkbox"/>	29-Nov
<input type="checkbox"/>	22-Mar	<input type="checkbox"/>	20-Sep*	<input type="checkbox"/>	13-Dec*
		<input type="checkbox"/>	28-Jun*	<input type="checkbox"/>	27-Dec

### Legend

(\*) date suitable for all students, including 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

21. 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, and cleaning service (2x per week) located within 10 minutes 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	1,900 DH	\$200	181 €	per week
School Residence – Double Occupancy	1,450 DH	\$153	139 €	per week

**b) Host family Accommodations**

Staying with a Moroccan host family is a wonderful way to fully immerse yourself in 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	1550 DH	\$164	148 €	per week

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

First Choice	Second Choice
Please select one	Please select one

## Meals and Services

**23.** 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 to Friday.

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

**24.** Once you arrive, textbooks are available for purchase or on loan with a security deposit and a fee of 50 DH/week.

<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)



## Trips and Activities

### 25. 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)	1800 DH	\$190	172 €	per trip
<input type="checkbox"/> Fes – Meknes - Oualili (2 days, 1 night)	1800 DH	\$190	172 €	per trip
<input type="checkbox"/> Tangier - Chefchaouen (2 days, 1 night)	1800 DH	\$190	172 €	per trip
<input type="checkbox"/> Moroccan Sahara - Merzouga (3 days, 2 night) <sup>2</sup>	2100 DH	\$222	200 €	per trip

<sup>2</sup> 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:

2026 Holidays:	2027 Holidays
<ul style="list-style-type: none"> <li>• 01 Jan: New Year's Day</li> <li>• 20-21 Mar: Eid al-Fitr</li> <li>• 01 May: Labor Day</li> <li>• 28-29 May: Eid al-Adha</li> <li>• 17-18 Jun: Islamic New Year</li> <li>• 30 Jul: Throne Day</li> <li>• 14 Aug: Allegiance Day</li> <li>• 20 Aug: Revolution Day</li> <li>• 21 Aug: Youth Day</li> <li>• 25-26 Aug: Prophet Muhammad's Birthday</li> <li>• 06 Nov: Green March Day</li> <li>• 18 Nov: Independence Day</li> </ul>	<ul style="list-style-type: none"> <li>• 01 Jan : New Year's Day</li> <li>• 11 Jan : Independence Manifesto Day</li> <li>• 14 Jan : Amazigh New Year (Yennayer)</li> <li>• 10-11 Mar : Eid al-Fitr (Tentative)</li> <li>• 01 May : Labor Day</li> <li>• 17-18 May : Eid al-Adha (Tentative)</li> <li>• 06 Jun : Islamic New Year</li> <li>• 30 Jul : Throne Day</li> <li>• 14 Aug : Oued Ed-Dahab Day</li> <li>• 15-16 Aug : Prophet Muhammad's Birthday (Tentative)</li> <li>• 20 Aug : Revolution Day</li> <li>• 21 Aug : Youth Day</li> <li>• 06 Nov : Green March Day</li> <li>• 18 Nov : Independence Day</li> </ul>

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

## Appendix B

### Discounts

Discount <sup>3</sup>	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](mailto:registrations@qalamcenter.com).

Bank Name: ..... Wells Fargo Bank

Location: ..... San Francisco, CA, USA

<sup>3</sup> Discounts may not be combined. Maximum discount is 15%.



Swift code: ..... WFBIUS6S  
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 adhere to a basic code of conduct on campus, which will ensure their safety and foster an atmosphere of mutual respect among 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-drifts or underwear
- Pants, skirts, or dresses must reach the knee in length when standing
- Shirts must have sleeves (short sleeves, long sleeves, or  $\frac{3}{4}$  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, or post it to Qalam wa Lawh. By submitting your application, you agree to the services requested and the booking conditions. After receiving your application, we will send you a 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, we cannot guarantee the fulfillment of the request made, as availability may change and additional costs may be incurred.



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. Students 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 event the school is unable to create a group course due to 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 contents and cost remain the same, and the class hours are reduced by 50%. In the rare event that we are forced to cancel a class or activity; all fees paid to 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 the event 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 within 14 days before departure at the latest. After this date, we will consider the student's participation as confirmed, and normal cancellation/rebooking fees will apply. If the visa has not 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. Please ensure that you cover your bank's transfer charges.

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

7. INSURANCE: Qalam wa Lawh, its agents, and operators are not liable for any accidents, illnesses, injuries, theft, loss of property, or changes in personal circumstances that may occur before or during the program or related activities. Participants may obtain comprehensive insurance coverage prior to departure and throughout their stay, including travel, health (with emergency medical evacuation and repatriation), personal property, and personal liability insurance. Participants consent to receive emergency medical treatment if necessary and agree to provide emergency contact details. Any claims arising from such incidents must be directed to the participant's insurance provider.

8. LIABILITY: Participants are responsible for any damage or loss they cause to property belonging to Qalam wa Lawh, host families, accommodations, or third parties during the program. They agree to cover all related costs. Parents of minors agree that neither Qalam wa Lawh nor the host family shall be liable for any damage or problems caused, whether 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 they are visiting.