



Course Registration Form

To register for a course at Qalam wa Lawh, complete this form and all attachments.

The forms may be returned to the school via:

- Email to: Arabic@qalam.ma
- Fax to: +(212) 37-29-66-42
- Mail to: Qalam wa Lawh, 31 Rue Qadi Ben Hamadi Essenhaji, Souissi, Rabat, Morocco

Personal Information:

1. First Name: _____
2. Last Name: _____
3. Gender: [] Male [] Female
4. Date of birth: _____
5. Occupation: _____
6. Nationality: _____
7. Address: _____

8. Phone (home, cell): _____
9. Email: _____
10. Spoken languages: _____



Educational Background:

11. Arabic Studies:

Institution	Level	Dates

12. University Enrollment:

Institution	Major/Minor	Dates

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

14. Arabic Textbooks used in previous courses:

Book: _____ volume _____

Book: _____ volume _____

Book: _____ volume _____



Travel Experience:

15. Have you been to Morocco before? [] YES [] No

If yes give details below:

From	To	Places	Purpose

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 Registration:

18. Please select the course you wish to take:

- Modern Standard Arabic Colloquial Moroccan Arabic

19. Please select your course pace:

- Semi-Intensive (20 hours per week) Intensive (30 hours per week)
 Evening Classes (6 hours per week) Private Classes hours: _____

20. Please specify your length of study: _____ weeks

21. Please specify your start date (MM/DD/YY): _____

22. Please specify the level you wish to take:

- Beginner B-I B-II B-III
Intermediate N-I N-II N-III
Advanced A-I A-II A-III

23. Please indicate extra courses you would like to take (minimum 5 hours per week):

- Qur'an Arab Women Arab Media
 Islamic History Calligraphy Moroccan Architecture
 Arab Literature Arab Poetry Andalusian Music



Attachments:

This registration form should be accompanied by the following documents:

- (A) A photocopy of your passport
- (B) Student housing and meal request form
- (C) Signed waiver
- (D) Emergency Contact Information
- (E) Student Code of Conduct

CERTIFICATION:

I certify the information in this registration form and its attachments are accurate to the best of my knowledge.

Signature of registrant: _____ Date: _____

Thank you.



Student Housing & Meal Request Form

Housing:

As a service to our students, we offer to arrange for housing during your stay in Morocco.

We have three types of housing available to students:

- Self-catering apartments (single and double occupancy)
- Host Families (single occupancy)
- Three star hotel rooms (single and double occupancy)

1. Self-Catering Apartments: These furnished apartments can be located at our school or within 10 miles of the school property. Apartments at school are fully air-conditioned, include basic maid service (3x per week) and breakfast and lunch (5 days per week).

Check here to request a **double occupancy** self-catering apartment

Check here to request a **single occupancy** self-catering apartment

2. Host families: Staying with a Moroccan host family is a wonderful way to fully experience the culture and lifestyle of Morocco. While there can be difficulties becoming accustomed to the Moroccan lifestyle, home stays are always a rich experience for students. Home stays include breakfast and dinners.

Check here to request a home stay with a Moroccan host family

3. Three-star hotel rooms: We can book reservations for students in local hotel rooms within 15 minutes (by taxi) of the school's location. Hotel rooms include maid service, but may not be airconditioned.

Check here to request a hotel room in a three-star Rabat hotel

Lunches (for students not requesting self-catering apartments):

Lunch service is offered at school 5 days per week. Typically, lunch is traditional Moroccan fare but sometimes more western foods like pizza and sandwiches are offered as well. Lunch includes bottled water or your beverage of choice.

Cost: \$25 per week Check here to request lunch service.



QALAM
WA
LAWH

Waiver of Legal Liability

I, _____, student at Qalam Wa Lawh Language Academy, hereby absolve Qalam Wa Lawh Language Academy of all legal responsibility for any loss or injury that I may suffer while in Morocco.

I also understand that it is my responsibility to comply with Moroccan law and that Qalam Wa Lawh Language Academy will not intervene should I have legal problems while in Morocco.

Signature of Participant: _____

Date: _____

Emergency Contact Information

Please list at least two persons that we may contact on your behalf in case of emergency.

Contact #1

Name: _____

Telephone: _____

Address: _____

Email: _____

Relation to you: _____

Contact #2

Name: _____

Telephone: _____

Address: _____

Email: _____

Relation to you: _____



Student Code of Conduct

We ask that our students comply with a basic code of conduct on campus which 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
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 verbally insult other students or staff members.
8. Students will not physically insult other students or staff members.
9. 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 $\frac{3}{4}$ sleeves)
- No exposed cleavage
- No foul or offensive t-shirt slogans

I, _____, have read the above guidelines and dress code and agree to comply with them.

Signed: _____

date: _____