



ALEPH Ordination Program

Training Rabbis, Rabbinic Pastors, Cantors, and Spiritual Directors for the Global Jewish Community
P.O. Box 35118, Philadelphia, PA 19128 · Tel 215.247.9700 x210 · www.aleph.org

This document contains important information about enrolling in our public courses. Please read carefully before completing your registration – and download or print a copy for future reference.

PUBLIC HEBREW COURSES POLICY

The AOP Public Hebrew courses offered for May to July 2024 are without credit..

- There is a \$250 fee per course
- A confirmation will be sent during the week before the course is to begin to confirm that the course will run.
- Upon confirmation and receipt of an invoice, the fee is due .

Learning Contract and Fee Obligation

- Public Students in the AOP Hebrew Courses must abide by AOP's Learning Contract (see next page), as well as fulfill all fee obligations.
- As stated above, fee is due - or payment plan arranged - upon confirmation of space availability and receipt of an invoice.
- If no payment has been made, no payment plan arranged, and no communication of extenuating circumstances has been made to AOP Administrator, Ruth Alcabes within two weeks of when the first payment was due, the student's participation in the class may be canceled.

Cancellation Policy

- Cancellation before the course starts (whether by AOP or by participant) gets a full refund, and no balance is due.
- A student may cancel their course registration for up until June 11, 2024 and get a full refund with no further balance due.
- If you need to cancel your registration, **YOU MUST do so in writing by emailing AOP's Administrator, Ruth Alcabes (ruth@aleph.org).**
- There will be no cancellation or refund after June 11, 2024, and the course fee will remain part of the student's account balance.

continued next page – LEARNING CONTRACT



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LEARNING CONTRACT FOR PUBLIC STUDENT OR PUBLIC AUDITOR OM

My enrollment as a Public Student or Public Auditor in a course offered by the ALEPH Ordination Program (AOP) entails my agreement to the following:

- The ALEPH Ethics Code (<https://aleph.org/ethics>) governs my participation in an AOP course and its related activities and I agree to comply with its terms.
- I have read the AOP Public Hebrew Courses Policy (see previous page) and agree to its terms.
- In no circumstances – including but not limited to social media, personal or organizational website, résumé or curriculum vitae, job or school application – will I represent myself as an ALEPH or AOP student (unless I have been accepted into AOP as a matriculated student).
- I will indemnify and hold ALEPH and AOP harmless for liability arising from participation in an AOP course or its related activities.
- I commit to paying the full course fee (\$250 for non-credit Hebrew courses in May - July 2024).
- I consent to the classes in which I participate being recorded. I understand that these recordings are property of ALEPH and are to be used within the AOP community. I will not share any such recording outside of AOP without its permission.
- I understand that I am participating in a learning community that seeks to nurture and embody the values and aspirations of Judaism and Jewish Renewal – openness, honesty, respect, fairness, kind communication, concern for others, concern for justice, etc. These values guide my interactions with teachers, students, and ALEPH staff while I am enrolled in an AOP course.