

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 for AOP alumni about enrolling in our courses. Please read carefully before completing your registration – and download or print a copy for future reference.

AOP ALUMNI COURSE ENROLLMENT POLICY AND LEARNING CONTRACT

Alumni Enrollment in AOP courses

You can take many AOP courses as an “Alum” of AOP, although this is subject to space availability, and some courses may require the permission of the instructor or program director.

Alumni Student:

- Participates in class, fulfills course requirements, and will receive evaluations.
- Pays \$567 fee (or \$375 for Rabbinic Hebrew Workshop, Liturgical Hebrew or Leynen for the Rest of Us), plus an Administrative Fee of \$50 per semester. If the student does not wish to fulfill course requirements or receive evaluations, they can inform the instructor that they wish to be treated as an auditor.

Confirmation of Space Availability

- Alumni Students are admitted into the course on a space-available basis. Space is not guaranteed and will be confirmed about two weeks before the first week of classes. Upon confirmation and receipt of an invoice, fee is due or, if needed, payment plan is to be arranged.
- The Student's participation in a course can be revoked at any time upon determination by instructor and Dean of Faculty.

Learning Contract and Fee Obligation

- Alumni Students 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.

Cancellation Policy

- Cancellation before the course starts (whether by AOP or by participant) gets a full refund.
- Cancellation up to the semester's add/drop deadline (September 18, 2025 for Fall 2025) gets a full refund.
- **No cancellation or refund beyond September 18, 2025.**
- **If you need to cancel your registration, please do so in writing by emailing AOP's Administrator, Ruth Alcabes (ruth@aleph.org).**

continued next page – LEARNING CONTRACT



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LEARNING CONTRACT FOR ALUMNI STUDENTS

My enrollment as an Alumni Student 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 Alumni Course Enrollment Policy (see previous page) and agree to its terms.
- 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 (\$567 or \$375 for Rabbinic Hebrew Workshop, Liturgical Hebrew, or Leynen for the Rest of Us), plus an Administrative Fee of \$50 per semester.
- 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.