

## **ALEPH Ordination Program**

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*This document contains important information about enrolling in our public courses. Please read carefully before completing your registration, especially the cancellation policy at the end.*

### **PUBLIC COURSES POLICY**

#### **Public Auditor or Public Student**

You can take an AOP public course as an auditor or a student.

##### **Public Auditor (no credit):**

- Participates in class, does not fulfill course requirements, and will not receive evaluations.
- Pays \$618 fee per course (or \$550 for Rabbinic Hebrew Workshop, Liturgical Hebrew or Leynen for the Rest of Us), plus an Administrative Fee of \$50 per semester. This status can be changed to Public Student up to one week after the first meeting of the class – no change permitted beyond that.

##### **Public Student (credit earning):**

- Participates in class, fulfills course requirements, and will receive evaluations.
- Pays \$1,133 fee per course (or \$750 for Rabbinic Hebrew Workshop, Liturgical Hebrew or Leynen for the Rest of Us), plus an Administrative Fee of \$50 per semester. This status can be changed to Public Auditor up to one week after the first meeting of the class – no change permitted beyond that.
- If a Public Student were to enter AOP as a matriculated student, they may request this earned credit to be counted toward coursework (subject to the requirements of the particular program).
- **IMPORTANT:** If a student who had been a Public Student ultimately enrolls in the ALEPH Ordination Program, a maximum of four courses may be applied to meet program requirements. If the student has also been in the Earth Based Judaism program, a maximum of two Public Courses in addition to the EBJ courses may be applied to meet Ordination Program requirements.

#### **Confirmation of Space Availability**

- Public Auditors and Public Students are admitted into the course on a space-available basis; your registration in the student system is provisional. We will confirm enrollment (or let you know if a spot is not available) as soon as possible or by two weeks before the course starts. Please NOTE that students taking a course for credit have priority of enrollment. Upon confirmation and receipt of an invoice, fee is due or, if needed, payment plan is to be arranged.
- Public Auditor or Public 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**

- Public Auditor or Public Student 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 one month 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 Fall 2025 up until September 18, 2025 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](mailto:ruth@aleph.org)).**
- **There will be no cancellation or refund after September 18, 2025, and the course fee will remain part of the student's account balance.**

**continued next page – LEARNING CONTRACT**



## 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](http://www.aleph.org)

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### LEARNING CONTRACT FOR PUBLIC STUDENT OR PUBLIC AUDITOR

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 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 (\$1,133 for Public Student, or \$750 for Rabbinic Hebrew Workshop, Liturgical Hebrew or Leynen for the Rest of Us; \$618 for Public Auditor, or \$550 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.