

# Alif Institute / Arab-American Fund of Georgia, Inc.

Mailing address: PO Box 29067, Atlanta, GA 30359; Institute address: 3288 Marjan Drive, Atlanta, GA 30340  
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## Registration Form Arabic Language & Cultural Programs

*By completing this form, I agree to comply with the Alif Institute policies and procedures at the Institute*

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **E-mail address:** \_\_\_\_\_

**Name of Spouse:** \_\_\_\_\_ **E-mail address:** \_\_\_\_\_

Name of child or youth applicant: \_\_\_\_\_ Age of child or youth: \_\_\_\_\_

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**Address** (street, city, zip code) \_\_\_\_\_

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**Home number:** \_\_\_\_\_ **Cell number(s):** \_\_\_\_\_

**Emergency Contact Name & Relationship:** \_\_\_\_\_ **Phone number:** \_\_\_\_\_

**Are you a member of the Alif Institute?**      Yes / No  
 Alif Institute members receive **discounts on tuition** among other benefits. Membership dues are tax-deductible and are valid for one year from the day of joining.

**I would like to become a member**      Yes / No  
 Family (\$75)       Individual (\$45)       Student \$25

**For Family Membership**      Name of children under 18, not listed above: \_\_\_\_\_  
**For Student Membership**      Student ID number: \_\_\_\_\_ College/University \_\_\_\_\_

Please complete the following making sure that the tuition amount corresponds to your membership status

Code	Course / Workshop / Program	Tuition	Book / Fees	Total
A		\$	\$	\$
A		\$	\$	\$
A		\$	\$	\$
A		\$	\$	\$
<b>Annual Membership Dues</b> (if you chose to become a member)				\$75 / \$45 / \$25
<b>Majallati Fee</b> (per family)				\$8.00
<b>Other</b>				
<b>TOTAL Amount Due</b>				\$

**Enclosed is the Total Amount Due of \$** \_\_\_\_\_

Payable in **Cash**       Payable by check number (.....) to Alif Institute/AAFG [Returned check fee is \$20]

Payable by Credit Card: I agree to have the amount of \$ \_\_\_\_\_ charged to my card

**Visa / Master Card number** \_\_\_\_\_ **Expiration date** \_\_\_\_\_

Name on card \_\_\_\_\_ **Signature** \_\_\_\_\_

Payments by mail should be sent to: **Alif Institute / AAFG, PO Box 29067, Atlanta, GA 30359**

## POLICIES

- ❖ Registration and placement tests are scheduled one week before the beginning of a semester. Placement tests are given to all new applicants (adults & children) who learned some Arabic in the past. They consist of a 15 minutes conversation, reading, or writing and are given on registration days, free of charge.
- ❖ Tuition should be paid in full at the time of registration, by check, cash or credit card (Visa or Master Card). Tuition is non-refundable after the first class and may not be transferred to another semester. Return check fee is \$20. The Alif Institute is not responsible for classes missed due to student absence. Textbook costs are not included in tuition except when indicated.
- ❖ Classes are filled on a first come, first served basis upon receipt of full payment.
- ❖ Cancellation of a class due to insufficient enrollment will be made three business days before the first class. The Alif Institute reserves the right to cancel, change schedules, change 'age range' for children classes, fees/tuition, and instructors as necessary.
- ❖ The Alif Institute programs and facilities are available to all persons without discrimination by race, color, creed, age, sex, national origin, or handicap.

## THIS PART SHOULD BE COMPLETED AND SIGNED BY PARENTS OF STUDENTS UNDER 18 YEARS

### PERMISSION to use photographs

Alif Institute uses photos or videos taken during various programs and events in order to promote the Institute. Children and youth students may sometimes appear in such photos or videos. Parents' permission is needed before Alif Institute uses photos or videos featuring their child/children.

- Alif Institute **has** my permission to use photos or videos where my child / children appeared
- Alif Institute **does not have** my permission to use photos or videos where my child / children appeared

## RULES

### ***For children and youth students attending classes at Alif Institute***

The primary purpose of having rules is to insure a favorable learning environment for every student. Students are responsible for following these rules and parents share the responsibility of seeing that their children adhere to these rules.

1. Students should arrive on time and should be prepared for class.
2. Class disruption, inappropriate gestures or language, or throwing objects is not tolerated
3. Talking, eating or chewing gum is not allowed in class.
4. Teachers are allowed to administer the necessary disciplinary actions as in most educational institutions, when students break any of these rules.
5. Running or causing disturbance in the building is not allowed.
6. Defacing or destroying the Institute property or other personal property is not tolerated.
7. Leaving the Alif Institute without permission is not allowed.
8. All students should leave the Institute promptly at the conclusion of class. If it is necessary to wait a short time for transportation home, students should wait in the area designated by the teacher.
9. Parents will be notified when their students violate these rules for the first time. Repeated violations of the rules may lead to the student's expulsion from the class. The Alif Institute will refund part of the tuition corresponding to the remaining class hours for that course.
10. Alif Institute should be informed of the names of the adults (parents or other adults) who will be picking-up the student(s) at the conclusion of class.

### **Please list the name(s) of all adults who are allowed to pick-up your child / children:**

Name: \_\_\_\_\_ Relationship to student \_\_\_\_\_  
Name: \_\_\_\_\_ Relationship to student \_\_\_\_\_  
Name: \_\_\_\_\_ Relationship to student \_\_\_\_\_

### **Please sign below to acknowledge reading these rules:**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_