



## 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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*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 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, including \$100 deposit upon registration. This status can be changed to Public Student up to one week after the first meeting of the class – no change permitted beyond that.
- **IMPORTANT:** Four is the maximum number of courses a Public Auditor or Public Student can enroll in before entering the program.

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

- Participates in class, fulfills course requirements, and will receive evaluations.
- Pays \$1,133 fee, including \$100 deposit upon registration. 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 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:** Four is the maximum number of courses a Public Auditor or Public Student can enroll in before entering the program.

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

- Public Auditors and Public 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, 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.

#### **Cancellation Policy**

- Cancellation before course starts (whether by AOP or by participant) gets full refund.
- Cancellation up to one week after the first meeting of the class gets full refund minus \$100 administrative fee.
- No cancellation or refund beyond that point.
- If you need to cancel your registration, please do so in writing by emailing AOP's Administrator, Ming Shem Lu ([ming@aleph.org](mailto:ming@aleph.org)).

**continued next page – LEARNING CONTRACT**



**ALEPH**  
Alliance for Jewish Renewal

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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; \$618 for Public Auditor).
- 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 teacher, students, and ALEPH staff while I am enrolled in an AOP course.