



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

### **AOP CONTINUING EDUCATION COURSE ENROLLMENT POLICY AND LEARNING CONTRACT** **Clergy Enrollment in AOP courses**

The ALEPH Ordination Program (AOP) is opening its courses to ordained clergy to further their continued education,, although this is subject to space availability, and some courses, especially music classes, may require the permission of the instructor or program director.

#### **Ordained Clergy Auditor (no credit):**

- Participates in class, does not fulfill course requirements, and will not receive evaluations.
- Pays \$618 fee (or \$375 for Rabbinic Hebrew Workshop), including \$100 deposit upon registration. This status can be changed to Ordained Clergy 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 Ordained Clergy Auditor or Student can apply to a program, should they enter an AOP program (in a field other than in which they received ordination).

#### **Ordained Clergy Student (credit earning):**

- Participates in class, fulfills course requirements, and will receive evaluations.
- Pays \$1,133 fee (or \$750 for Rabbinic Hebrew Workshop), including \$100 deposit upon registration. This status can be changed to Ordained Clergy Auditor up to one week after the first meeting of the class – no change permitted beyond that.
- If an Ordained Clergy Student were to enter AOP as a matriculated student (in a field other than that in which they received ordination), 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 Ordained Clergy Auditor or Student can apply to a program, should they enter an AOP program (in a field other than in which they received ordination).

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

- Ordained Clergy Students and Auditors 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.
- 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**

- Ordained Clergy 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.

#### **Cancellation Policy**

- Cancellation before the course starts (whether by AOP or by participant) gets a full refund.
- Cancellation up to one week after the second meeting of the class gets a full refund minus \$100 administrative fee.
- Cancellation up to one week after the third meeting of the class gets a 50% refund.
- No cancellation or refund beyond that point.
- If you need to cancel your registration, please do so in writing by emailing AOP's Administrator, Ruth Alcabes ([ruth@aleph.org](mailto:ruth@aleph.org)).

**continued next page – LEARNING CONTRACT**



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### LEARNING CONTRACT FOR ORDAINED CLERGY STUDENTS

My enrollment as an Ordained Clergy 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 Continuing Education 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 ((\$1,133 for Continuing Education Student, or \$750 for Rabbinic Hebrew Workshop ; \$618 for Continuing Education Auditor, or \$375 for Rabbinic Hebrew Workshop).
- 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.