COURSE RULES AND PROCEDURES AGREEMENT FORM

1. There will be NO REFUNDS after a student's first scheduled day of any course, and funds can ONLY be transferred to any future scheduled course by order of the National Registrar.
2. There will be NO REFUND if you do not complete the required hours for each course.
3. All Course Homework assignments and Course Tests must be completed and submitted in order to receive the Certificate of Completion.
4. All Homework assignments of any course must be completed and turned in before the NINTH week of that course. There are EIGHT Homework assignments in each course.
5. All Courses Tests of any course must be completed and turned in before the TENTH week of that course.
6. Registrations WILL NOT BE ACCEPTED after the EIGHTH week of scheduled course. Late Registrants will be responsible for making up the Homework and the taking of that Course Test and submitting both at the time required.
7. Each student will receive a Course Voucher. Course fees/Course Vouchers are valid for one year towards their naturalization processing fees for those that are not yet naturalized — [All Course Vouchers expire after one year.]
8. The Education Department is NOT responsible for lost vouchers. If you do not have your Voucher, you will have to re-submit your Processing Fee. NO EXCEPTIONS.
9. Class materials are expected to be acquired for all courses. [MANDATORY] Students are responsible for the purchase all books and required materials for all courses beyond each course manual supplied by the Moorish School of Law & History.
10. The Homework Coordinator MUST be notified by phone and/or email before class time if you are going to be late or absent. Contact the National Registrar for email address and number of Homework Coordinator.
11. All students are expected to be ON TIME for classes.
12. If you have a problem with your Registration for any reason, contact the National Registrar.
13. Registrants will receive their Course Manual once their COMPLETE Application, Forms, and payment is received in the Office of the National Registrar.

Registrant's Given Name (Print) __________________________ Registrant's Signature __________________________ Date ______/_____/______

Sheikess Bellamy-Bey, National Registrar
Education Program & Development Board

Form 1099-R-46