



**COMPLETE, SIGN & RETURN PAGES 1 & 2 TO:**

Tayba Foundation  
PO Box 247  
Union City, CA 94587

**TAYBA FOUNDATION CORRESPONDENCE PROGRAMS APPLICATION FORM**

**PLEASE WRITE CLEARLY IN INK (NO PENCIL) AND SIGN TO AVOID DELAYS IN YOUR ADMISSION PROCESS**

Full legal name: \_\_\_\_\_ Preferred name (if applicable): \_\_\_\_\_

Prison ID No: \_\_\_\_\_ Birth Date (MM/DD/YYYY): \_\_\_\_\_

Institution Name: \_\_\_\_\_ Institution type: [ ] Federal [ ] State [ ] County

Exact address where you receive books: \_\_\_\_\_

Dorm/Unit # \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Exact address where you receive letters (if different from above): \_\_\_\_\_

Dorm/Unit # \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**\*\*\*FOR STUDENTS LOCATED IN THE STATE OF FLORIDA, SEE BELOW FOR SPECIAL INSTRUCTIONS\*\*\***

Expected Parole (MM/DD/YYYY): \_\_\_\_\_ Expected Release Date (MM/DD/YYYY): \_\_\_\_\_

Check if you have access to: [ ] Phone [ ] Tablet [ ] Email (Please identify: Ex: JPay, Corrlinks, *etc.*) \_\_\_\_\_

\*Note that for those of you who have access to Corrlinks, you will need to add **instructors@taybafoundation.org** to your contacts list and we will accept your request. Unfortunately, we are unable to receive student email through the GettingOut service at this time.

**I am interested in taking courses in:**

[ ] Islamic Studies [ ] Life Skills [ ] Both

Please note that it is **your responsibility** to ensure you have taken all of the proper measures to receive approval from your facility to receive Tayba Distance Learning Correspondence Course books. Your Chaplain, Education Director or Warden, etc can sign off on their approval below, under your signature.

I certify that I have filled out any necessary paperwork that may be required by my facility for me to participate in Tayba's Distance Learning Correspondence Programs.

Please note that it is **extremely important for you to keep us updated with any changes in your address/unit, etc.** so we can ensure your books and course materials are sent to the correct address. It is your responsibility to ensure that the mailroom can/will accept mail/shipments from Tayba Foundation.

By signing and submitting this application form, you are agreeing to participate in the entire Tayba Curriculum, or as much of the curriculum as possible, in the order set out by Tayba, which is outlined in the graphic found below. As Tayba adds new courses and/or changes existing courses, Tayba reserves the right to update the order of the curriculum path. By signing and submitting this application form, you are authorizing Tayba Foundation to accept and use financial aid available on your behalf to cover the monthly cost of your subscription. Full details of Tayba's Financial Aid Policy found on the following page. Please review before signing. By signing and submitting this application form, you are agreeing to abide by the Guidelines for Students that was sent with this application.

***By my signature below, I acknowledge and accept Tayba Foundation's Financial Aid Policy and Guidelines for Students. I certify that the information contained in this application form is true and complete.***

***Signature of Student:*** \_\_\_\_\_ ***Date:*** \_\_\_\_\_

**Supplementary Student information that will help us serve you better:**

The following five items (A - E) will not affect your admission in any way. This data assists Tayba Foundation in applying for grants to continue offering our services at low or no cost to our student population.

A.  Raised Muslim  Converted in prison  Converted in Society **B.** Years as a Muslim (if converted)

\_\_\_\_\_

C. Gender:  Male  Female **D.** Ethnicity (optional) \_\_\_\_\_

E. Highest level of education:  Some high school  High school  GED

Some College  AA  BA/BS  MS  PhD

**Facility Authorization section:**

I, [name and title] \_\_\_\_\_, hereby grant

permission for [prisoner's name/ID] \_\_\_\_\_ to participate in Tayba Foundation's Distance Learning Correspondence Courses. He/she has completed the necessary paperwork required by our facility. And he/she has my permission to receive Tayba coursebooks, correspondence, and any additional educational resource materials required to complete his/her course(s).

***Signature of facility authority:*** \_\_\_\_\_ ***Date:*** \_\_\_\_\_

\*\*\* FOR STUDENTS WHO RESIDE IN THE STATE OF FLORIDA, OR IN ANY PRISON WHERE YOU ARE READING THIS ON A TABLET/ YOU RECEIVE YOUR MAIL IN DIGITAL FORMAT, PLEASE READ THE NEXT SECTION TITLED "TAYBA FOUNDATION FINANCIAL AID POLICY." AND THEN, ON A PIECE OF PAPER, OR FROM YOUR

INSTITUTION'S APPROVED EMAIL SERVICE, EMAIL/WRITE THE FOLLOWING LINE TO COMPLETE YOUR APPLICATION:

"I have read the entirety of the TAYBA FOUNDATION Financial Aid Policy and I accept these terms and

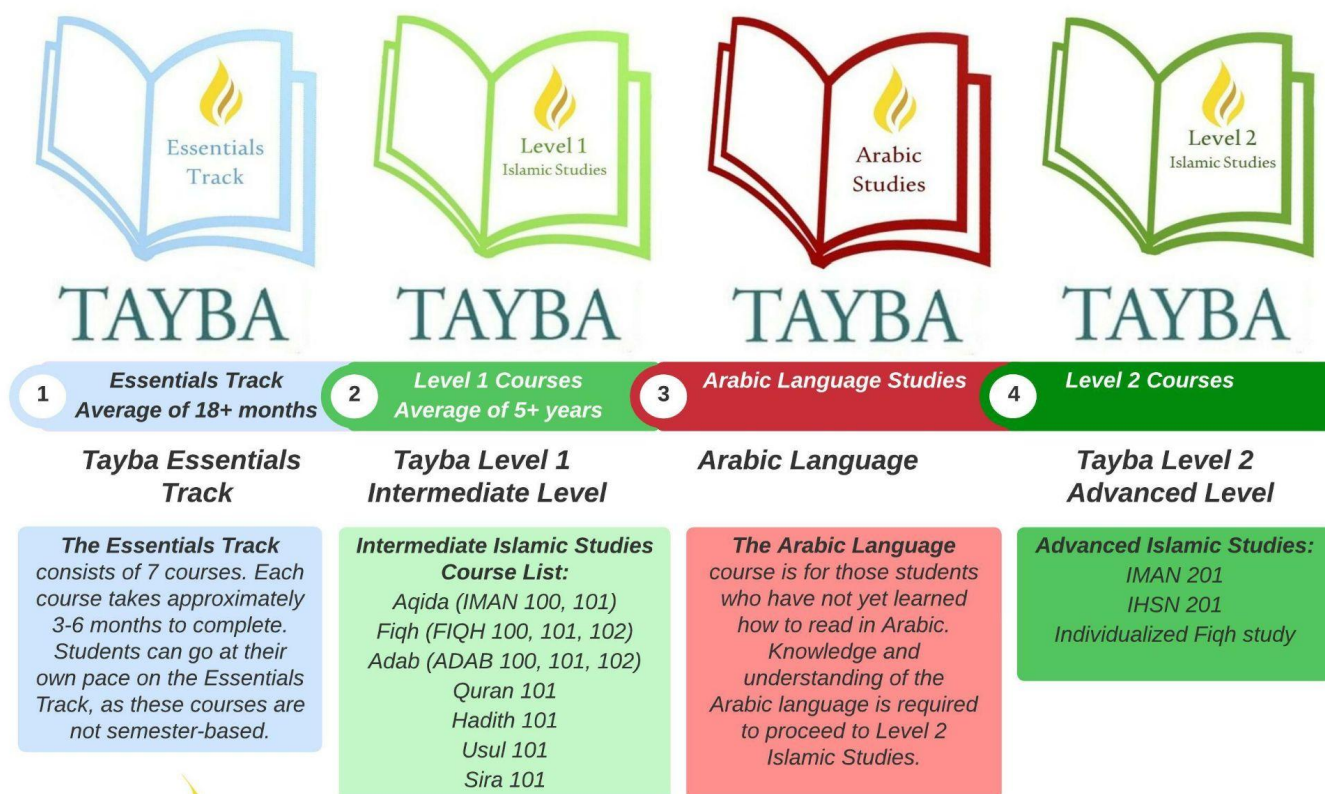
conditions.” \*\*\*

## **TAYBA FOUNDATION FINANCIAL AID POLICY**

**Financial Aid Policy:** Tuition with Tayba Foundation’s distance learning programs and access to Tayba Foundation services costs \$100 (one hundred) dollars per month. To date, we have been successful in finding financial aid for all our students. By submitting this form, you are authorizing Tayba Foundation to accept and use financial aid available on your behalf to cover this monthly cost. **No cash will be sent to you.** The monthly subscription cost will include, but is not limited to, books and other relevant educational resources, as well as shipping costs and sales tax. This will also allow access to any newsletters you sign up for, Life Skills courses, our Reentry coaching and planning, and our peer mentor services. Tayba receives grants and donations for our program from a number of sources. If you choose not to use Tayba’s financial aid, please enclose a check or money order to cover the cost of \$100.00 (one hundred) dollars per month.

If you wish to cancel your access at any time, please submit your notice to Tayba Foundation in writing. If we do not receive any communication from you for a period of twelve (12) months, we will consider you “inactive.” If any communications Tayba sends you is returned to us (Return To Sender - RTS), we will attempt to resend. If we are not able to send to a new address, we will consider your subscription inactive. Should you become inactive in distance learning programs or other Tayba Foundation services, your access will be put on hold and Tayba Foundation will cease to collect the \$100 per month financial aid on your behalf. You can reactivate your subscription to Tayba Foundation’s services by mail, email or phone, letting us know that you would still like to be on our mailing list and remain eligible for our educational programs and other services. Note that Tayba Foundation’s distance learning programs follow a set learning schedule of semesters. Tayba Foundation’s services are not unlimited. However, we have been able to accommodate all reasonable requests for services to date.

## TAYBA FOUNDATION ISLAMIC STUDIES CURRICULUM



**TAYBA FOUNDATION**  
*Freedom Through Education*

If you wish to cancel your access at any time, please submit your notice to Tayba Foundation in writing. If we do not receive any communication from you for a period of twelve (12) months, we will consider you “inactive.”

## TAYBA FOUNDATION GUIDELINES FOR STUDENTS

The superiority of knowledge has been clearly established through the Qur'ān and the sayings of the Prophet Muhammad ﷺ. Those that aid in the pursuit of knowledge are given a great reward. So, it is an honor for our organization to facilitate education for those who are seekers of knowledge. To ensure that the education process remains unhindered for our students, teachers and the organization, we expect all those who participate in the Distance Learning Program to understand and abide by these guidelines. Failure to comply with these guidelines will result in expulsion from the Distance Learning Program.

### **1. Education is our goal and security is our primary concern.**

- Students must fully comply with prison regulations and protocols at all times.
- No material of the Tayba Foundation shall be used by students to legitimize otherwise illegal activity.
- Adherence to the laws of the land is a duty on all. Our obedience to established laws comes from our obedience to our

Lord. All students will be expected to obey the laws and not do anything to circumvent said laws.

- d. No student shall be engaged in any illegal activity. We have a zero tolerance policy in this regard.
- e. In those cases where the material is sent to the chaplain, it is the responsibility of the student to contact the chaplain about access to the material. Students may use legal remedies available to them to ensure compliance with the free practice of their religion, but the Tayba Foundation will not be responsible for taking these actions.

**2. Tayba Foundation Correspondence Courses are not meant to be used to undermine other established programs.**

- a. All students must respect the programs of other Muslims and other faith groups.
- b. Students will not make blanket references to staff, volunteers, or other incarcerated prisoners such as “kāfir/infidel,” “fāsiq/deviant,” “bid‘i/innovator.” This behavior will not be tolerated.
- c. No material from the Tayba Foundation is to be used to challenge established programs whether they are administered by prison staff, chaplains, volunteers or other incarcerated prisoners.
- d. Students will recognize and respect all established authority figures. This includes, but is not limited to Imams, chaplains, prison administration, and prison staff.
- e. Tayba Foundation will not attempt to resolve issues with staff or other incarcerated prisoners. Students will have to contact appropriate advocacy organizations to find meaningful resolutions to infringement of rights: CAIR, Muslim Advocates, ACLU, etc. In some cases, Tayba can assist the student in finding an appropriate advocacy organization.

**3. Tayba Foundation is non-political.**

- a. We believe that the path to changing our societies is through education and the root of all problems lies in ignorance. Therefore, our solution to the problems comes through educational means and not political means.
- b. Students will not use Tayba Foundation material for political motives.

**4. Tayba Foundation Courses are not meant in any way to be a movement. We are an educational and charitable organization that aims to facilitate educational programs.**

- a. Our course material is not to be used to form any type of unauthorized organization.
- b. Students are not to participate in any group or movement that is illegal or questionable.
- c. Students will not use Tayba Foundation material as part of any unauthorized group.

**5. The Tayba Foundation supports unity.**

- a. Tayba Foundation does not condone use of our material to divide or cause discord within the inmate population or the prison staff. Students must only use our material for the purposes of learning and not create political or social division.
- b. All students will learn to recognize and respect valid differences of opinion.
- c. All students will engage in discussion about the religion in the best of manners. The Qur’ān obliges us to this in the verse, “Do not debate with them except in the best of manners.”
- d. The Tayba Foundation’s courses are not meant to replace all programs that an inmate may be participating in as our courses are meant to enhance the inmate’s learning.
- e. Students should continue any vocational training they are engaged in. A strong work ethic is a must for all Muslims, especially our students.
- f. Students should participate in rehabilitation programs suggested to them by their counselors or administration.

**6. All students will follow their institutional guidelines in regards to all communication with Tayba Foundation.**

- a. Students will not jeopardize Tayba Foundation programs by attempting to communicate in a manner with us that is not allowed by their respective institution’s guidelines.
- b. All communication with Tayba Foundation must be in accordance with federal, state and local laws. The Tayba Foundation operates out of Alameda County in California.
- c. Students will not attempt to use Tayba Foundation to relay messages to persons not associated with the organization. This includes other incarcerated prisoners, family, or friends.
- d. Correspondence with Tayba Foundation must only pertain to its educational program.

**7. Students will maintain the highest standard of conduct.**

- a. Students will adhere to the highest standards of ethics and moral behavior.
- b. Tayba Foundation expects all students to behave with integrity and honesty in all their interactions with their prison staff, fellow incarcerated prisoners, family, and community, as well as with Tayba staff.
- c. Tayba Foundation will not be responsible for any inappropriate behavior on the part of its students.
- d. Tayba Foundation strongly condemns religious extremism, intolerance, and any form of terrorism. Students must act in accordance with Tayba’s stance on such issues.