



Ilm
Institute

Terms &
Conditions for
Instructors

1. AGREEMENT

As an instructor, your contract is directly with Ilm Institute. Additionally, although we may utilize other services to facilitate your payments, the contract remains between you and Ilm Institute.

2. YOUR RELATIONSHIP WITH STUDENTS

Instructors do not have a direct contractual relationship with students. The only information you will receive about students is what is provided to you through the services. You understand and agree that you will indemnify Ilm Institute for any issues arising out of your use of any student related data.

3. OBLIGATIONS

As an instructor, you represent, warrant, and covenant that:

- a. You will provide Ilm Institute with the course content which includes, but is not limited to:
 - i. The video recordings that fulfill the following conditions:
 - The resolution should be 720p, at the very least;
 - A plain background would be ideal;
 - Each module should be divided into approx. 10 minute videos;
 - Any use of music in the course videos is unacceptable;
 - One video introducing the course between 2 and 5 minutes long which can be used for promotions;
 - ii. Presentation points for all the modules;
 - iii. Activities and other bonus material as agreed upon;
 - iv. 5 multiple choice questions (with 5 choices each) for each module and 30 MCQs for the final test;
 - v. You will conduct live sessions biannually, if needed;
- b. You will be responsible for all of your submitted content. You further agree that You own or have the necessary licenses, rights, consents, and permissions, and the authority to authorize Ilm Institute to reproduce, distribute, publicly perform (including by means of a digital

audio transmission), publicly display, communicate to the public, promote, market and otherwise use and exploit any of your submitted content on and through the services in the manner contemplated by these terms for instructors;

- c. No submitted content shall infringe or misappropriate any intellectual property right of a third party;
- d. You have the required qualifications, credentials and expertise - including without limitation, education, training, knowledge, and skill sets, - to teach and offer the services you offer on your course and through the services;
- e. You will not post or provide any inappropriate, offensive, racist, hateful, sexist, pornographic, false, misleading, incorrect, infringing, defamatory or libelous content or information;
- f. You will not upload, post or otherwise transmit any unsolicited or unauthorized advertising, promotional materials, junk mail, spam, chain letters, pyramid schemes or any other form of solicitation (commercial or otherwise) through the services or to any user;
- g. You will not use the services for any business other than for providing tutoring, teaching and instructional services to students;
- h. You will not engage in any activity that will require Ilm Institute to obtain any licenses from or pay any royalties/penalties to any third party;
- i. You will not copy, modify, distribute, reverse engineer, deface, tarnish, hack, or interfere with academy content and/or the services or operations thereof, except as permitted in these terms for instructors;
- j. You will not frame or embed the services in a manner to embed a free coupon version of your course or other similar functionality intended to circumvent the services;
- k. You will not impersonate another person or gain unauthorized access to another person's account;
- l. Your use of the services are subject to Ilm Institute's approval, which we may grant or deny at our sole discretion;
- m. You will not introduce any virus, worm, spyware or any other computer code, file or program that may or is intended to damage or hijack the

operation of any hardware, software or telecommunications equipment, or any other aspect of the services or operation thereof; scrape, spider, use a robot or other automated means of any kind to access the services;

- n. You will not interfere with or otherwise prevent other Instructors from providing their services or courses;
- o. You will maintain accurate account information;
- p. You shall respond promptly to students and ensure a quality of service commensurate with the standards of your industry and instructional services in general. All such queries should be answered within a week's time;
- q. You understand that by submitting content, it does not warrant that your course will be published on Ilm Institute. The content/course needs to be approved by the Ilm Institute committee first. The decision regarding this will be conveyed in 2 weeks.
- r. You shall promote the course using mediums including, but not limited to, social media sites, emails, affiliate links, etc. The affiliate links, however, should not promote anything that violates any Islamic principles.

4. LICENSE TO ILM INSTITUTE

You hereby grant Ilm Institute a non-exclusive right and license to reproduce, distribute, publicly perform, offer, market and otherwise use and exploit the submitted content through the services, and sublicense it to users for these purposes directly or through third parties. For more information on how we may use submitted content please visit [Our Privacy Policy](#).

You hereby grant Ilm Institute permission to use your name, likeness, image or voice in connection with offering, delivering, marketing, promoting, demonstrating, and selling the services, courses, academy content and submitted content and waive any and all rights of privacy, publicity, or any other rights of a similar nature in connection therewith, to the extent permissible under applicable law.

5. TRUST & SAFETY

a. Don't Spam

Students come to Ilm Institute to have a safe and engaging learning experience and instructors teach for the love of sharing knowledge. Instructors: Once you're on the Ilm Institute platform, don't try to sell other products or spam each other with requests and offers.

b. Don't redirect students to external links or resources

Don't direct Ilm Institute students away from the Ilm Institute platform, push the envelope on what is and is not allowed or search for loopholes in policies. We want our community of students to grow, as does every other instructor. When anyone bypasses the rules, the whole community loses out on having a common pool of engaged students who want to learn.

c. Keep it Professional

Our instructors actively collaborate and communicate with each other, and students and instructors have healthy and vibrant discussions through the course-taking experience. We ask that, in connection with those relationships, you're respectful, honest, considerate with students, instructors and Ilm Institute staff. Be a positive member of the Ilm Institute community. Never ask for personal information or post unoriginal content and claim as your own.

d. Report violations

If anything you see or experience ever seems like a violation or you're unsure about a policy, email us at info@ilm institute.org. Our team reviews every report, will answer your questions, and determine whether there has been a violation of our policies.

6. PAYMENTS

- a. You agree to charge only for your own submitted content. You may not charge separately for any course add-ons such as downloadable PDFs or other content and services (such as providing a link to a third party service to sell downloadable PDFs). Ilm Institute will handle billing and other fee interaction with students and reserves the right to make changes to the prices at any time.

- b. The final fee for the course would be assigned by Ilm Institute. Ilm Institute's decision would be based on its years of experience with online courses and hence be the final decision on this.
- c. The profit would be shared between both the parties in the ratio of 50:50 wherein 50 percent is the share of Ilm Institute and 50 percent is the share of the course instructor. Ilm Institute will bear all the editing, marketing and hosting expenses.
- d. The payment will be made monthly if it exceeds \$100, else the amount will be rolled over for a maximum 3 months. Payments will be settled by Paypal or Western Union.
- e. You attest that the banking information provided is correct

As part of your participation on Ilm Institute, you give us permission to share your course, and information about you and the course with Ilm Institute staff and selected partners, for which you will not receive compensation.

You acknowledge that the amounts paid by students for courses sold through marketing/promotional programs are not fixed, and Ilm Institute has the sole discretion to determine those amounts and which courses to offer as part of such marketing/promotional programs. Further, Ilm Institute does not guarantee any minimum level of success in connection with the marketing programs, and its selection of courses to include is not an endorsement of those courses, or of you.

7. REFUNDS

As an instructor, you acknowledge and agree that students have the right to receive a refund. Neither instructors nor Ilm Institute shall receive any payments, fees or commissions for any transactions for which a refund has been granted. In the event that a student requests a refund for a course after Ilm Institute has sent an Instructor payment for that course, Ilm Institute reserves the right to either (1) deduct the amount of such refund from the next payment to be sent to that instructor, or (2) require that instructor to refund any amounts refunded to students for the Instructor's Course to the extent no additional payments are due from Ilm Institute to the instructor or such payments due to the instructor are insufficient to cover the amounts refunded to students.

8. DELETION OF YOUR ACCOUNT

If you wish to delete your instructor account, we will use commercially

reasonable efforts to make any remaining scheduled payments due and owing to you prior to deleting your account. You hereby understand and agree that if student(s) have previously enrolled to your course(s), after your account has been deleted your name and such course(s) will remain accessible to those such students who enrolled in your

course(s). Should you require any assistance or encounter any difficulty in deleting your

Instructor Account You may also contact Us via email at info@ilm institute.org or via our Support Center, and We will make commercially reasonable efforts to respond to your request within 24 hours.

9. TERMINATION OF CONTRACT

Ilm Institute reserves the right to terminate your contract for reasonable causes which include, but may not be limited to:

- a. Technical issues at your end that affect student services and you are unable to resolve them;
- b. Performance issues in the primary tasks assigned to you;

10. MODIFICATIONS TO THESE TERMS FOR INSTRUCTORS

From time to time, we may update these terms to clarify our practices or to reflect new or different practices, such as when we add new features. Ilm Institute reserves the right to modify and/or make changes to these terms at any time. If we make any material change, we will notify you using prominent means such as by email notice sent to the email address specified in your account or by posting a notice on our services. Other modifications will become effective on the day they are posted, unless stated otherwise. If you continue to use the services, after the effective date of any change, then such access and/or use will be deemed an acceptance of and an agreement to follow and be bound by the terms as changed. The revised terms supersedes all previous terms for instructors.

Name of the instructor:

Signature of the instructor:

