

2018-2019 傳薪中文學校註冊通知

每年三月,所有的學生都必須辦理重新註冊手續. 假如您的小孩繼續在本校學習中文, 請您留意以下的註冊日期與通告.

- 3/10 註冊通知將會以電郵通知.
3月17日之後就可以開放線上註冊 會以電郵通知. 請到學校網站註冊 <http://www.tricitychineseschool.org>. 紙本表格可至電校網站下載.
- 3/17 學校鼓勵家長們使用線上註冊. 學校將自動收到線註冊表格. 家長必須在4月14日當天或之前付清學費以便完成註冊。對於使用紙張方法註冊的家長們, 請將註冊表格填好, 連同正確金額的支票 (支付 Tri-City Chinese School) 交回各班班代. 再由班代核對註冊表格與支票金額. 學校將不再以電話提醒各位家長.
- 4/14 舊生註冊截止與開放給在校生弟妹的優先註冊日(上午 8:30-10:30 在 RM 32 教室). 學費:凡於4月14日以後註冊者, 中文班學費需另加 \$30.00 的手續費
- 4/21 新生及轉學生註冊日, 在本校辦理(上午 8:30-10:30 在 RM 32 教室)

- **罰款:** 假如您未履行學校義務, 需繳交罰款, 罰款需連同註冊表格與支票一起交回給班代. 否則學校將不受理註冊申請. 即使在校生以新生身分, 重新註冊也不能規避罰款. 註冊組會向交通安全組與班代要求學生名單, 來確切執行此一政策.

中文班

- **4月14日後註冊** 要再多繳\$30的手續費
退學: 開學前退學者,需扣除手續費\$50.00. 開學後第一週退學需扣除手續費\$100.00, 開學後第四週, 所繳學費將不予退還。

才藝班

- **4月14日後註冊** 要再多繳付\$30的手續費 (新生例外)
- **換班:** 換班 開學後第一或第二週可免費轉換才藝班一次
- **退學:** 開學第二週前退學需扣除手續費\$30.00,開學第二週後退學需扣除手續費\$50.00, 開學後第四週, 所繳學費將不予退還。
- **退款:** 請於10月(日期另行通知) 至 RM 32 教室 (上午 8:30-10:30) 向會計組領取退款支票. 未領取的退款支票, 會在11月寄出.
- **傳薪中文學校保留不接受註冊申請及取消課程的權利.**

假如您有任何的問題, 請與註冊組、各班班代聯絡, email 至 registration@tricitychineseschool.org. 謝謝!

Tri-City Chinese School Registration for 2018-2019

Please note that **all students have to re-register in March every year.** Please take notice of the following important dates and announcements if you are planning to have your children continue their studies in our school.

- 3/10** Registration notification will be e-mailed to the parents. Online registration is available beginning 3/17/18 via school website at <http://www.tricitychineseschool.org>.
Downable PDF copy of the registration form is available online after 3/17/18.
- 3/17** The school encourage parents to register classes using the online registration form. The school will automatically receive online registration. Parents must pay in-person on or before April 14, 2018 to complete registration. For registration by hardcopy method, Parents must return all completed forms together with payment to your **class representatives**, who will verify the forms and collect the fees. **Please make check payable to Tri-City Chinese School.** No further phone calls will be made as a reminder.

Online registration payment or hardcopy registration forms submitted after April 14, 2018 will automatically be assessed a \$30.00 processing fee.

- 4/14** Sibling registration day (Office hours: 8:30 a.m. to 10:30 a.m. Room 32). Last day to turn in registration form for returning students without being charged a processing fee.
- 4/21** On-Site new and transfer student registration.

Class assignments (Chinese & Elective classes) will be posted at our school premises on the 1st day of school. New students will be notified by mail 3 weeks before school starts.

FEES INFORMATION & WITHDRAW REFUND POLICY

If you have been absent from Security duty and subjected to a **fine**, you will have to submit your fine together with your application form. Otherwise, the school will not process your application. Current students are not allowed to re-apply as new students to avoid penalty payment.

For Chinese Class

Register after 04/14/18: \$30 processing fee will be added (EXCEPT for new student)
Withdraw after the 1st class: \$100 processing fee will be deducted from the refund
Withdraw after the 4th class: NO REFUND will be issued

For Elective Class

Register after 04/14/18: \$30 processing fee will be added (EXCEPT for new student)
Change within 1st and 2nd class: One time FREE change
Change after the 2nd class: \$30 processing fee will be added
Withdraw before the 2nd class: \$30 processing fee will be deducted from the refund
Withdraw after the 2nd class: \$50 processing fee will be deducted from the refund
Withdraw after the 4th class: NO REFUND will be issued

Please submit the Add, Change and Withdraw Refund Request Form in the Office Room 32, from 8:30 a.m. to 10:30 a.m. Saturday only with our Registration staff. The refund check will be available in October. (Date to be announced by our Accounting Department) We will mail the check to you if you can't pick it up.

- TCCS reserves the right to decline a student's application or cancel a class without prior notice.

If you have any further questions, please contact the Registration staff, or your class representatives, or e-mail to registration@tricitychineseschool.org. Thank you!