

# 2020-2021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。

3/07 開放舊生、新生、轉學生註冊, 請到學校網站  
<http://www.tricitychineseschool.org> 線上註冊。在您完成註冊後, 將收到一封有iATS線上付費連結的電子郵件, 您可以選擇轉帳(無手續費)或是信用卡付費(有手續費)。

繳費完畢才完成註冊手續。

6/06 舊生學費優惠截止日, 舊生在此日期前完成繳費之可享舊生優惠學費, 此日期後則需繳交新生學費。

8/25 開學前兩周, 學校將以email通知開學

- **罰款:** 假如您**未履行學校義務**, 需繳交罰款, 罰款需連同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

- **換班:** 假如您覺得目前註冊的年級程度不適合貴子弟, 您可免費轉換班一次。第二次以上換班, 每次需繳交手續費\$50.00。
- **換班書本費:** COVID-19肺炎疫情期間, 為保護大家的安全並減少接觸, 書本發出後恕不接受退還退費處理, 換班後新班級課本需另外購買。
- **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

- **換班:** 可免費轉換班一次, 第二次以上換班, 每次需繳交手續費\$30.00
- **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:** 中文班或才藝班, 加選, 換班或退學, 請email聯繫註冊組 [registration@tricitychineseschool.org](mailto:registration@tricitychineseschool.org), 線上退款將由iATS返回。

- **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](mailto:registration@tricitychineseschool.org) 謝謝!

## **Tri-City Chinese School Registration for 2020-2021**

**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.**

**3/07** Registration is open to all students (current, new and transfer) at the school website <http://www.tricitychineseschool.org>. After completing the registration form, you will receive an email with payment link to iATS. You can choose to pay with bank account (no fee) or pay with credit card (fee applies). The registration is not completed until full payment is received.

**6/06** Last day of returning student tuition rate. Returning students can pay the returning student tuition rate by this date. After this date, the new student tuition rate is applied to all students.

**8/25** Students will be notified by email 2 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 tuition payment. 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**

**Class change:** One time FREE change is offered if you would like to switch to a different level. Afterwards, a \$50 processing fee will be charged each time.

**Book fee at each class change:** To ensure the wellness of all families and minimize the contact during the pandemic of COVID-19, we do not accept book returns and do not refund the book fee. If you switch to a different class, please keep your books and purchase the books for the new class.

#### **Class withdrawal:**

Withdrawal before school starts: a \$50 processing fee will be deducted from the refund.  
Withdraw after the 1st class, \$100 processing fee will be deducted from the refund.

Withdraw after the 4<sup>th</sup> class: **NO REFUND** will be issued

#### **For Elective Class**

**Class change:** One time FREE change. Afterwards, a \$30 processing fee will be charged each time.

#### **Class withdrawal:**

Withdraw before the 2<sup>nd</sup> class: \$30 processing fee will be deducted from the refund

Withdraw after the 2<sup>nd</sup> class: \$50 processing fee will be deducted from the refund

Withdraw after the 4<sup>th</sup> class: **NO REFUND** will be issued

Please email the request of Add, Change and Withdraw Refund Request Form to our Registration staff [registration@tricitychineseschool.org](mailto:registration@tricitychineseschool.org). Refunds will be sent back via iATS.

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](mailto:registration@tricitychineseschool.org). Thank you!