



Registration Information and Policy 2021-2022

Enrollment

Students must be at least 4 years of age to enroll. The school will assess the situation to determine admission eligibility if a student is under age 4. Students from all cultural backgrounds are welcome.

Classroom Setting:

For the 2021-22 school year, we may be offering virtual or in-person classes based on demand. The option that receives the highest number of votes will be the mode of learning we offer.

Tuition

Annual registration fee is \$30 per family (early bird discount \$10 if registered by 8/20).

CL - Chinese Language Class:	\$310/Year, 1.5-hour lesson
YD - Junior Youth Dance Class:	\$300/Year, 1-hour lesson
AD - Adult Dance Class:	\$360/Year, 1.25 hours lesson
Yoyo Club Membership:	KCA student annual registration required

Discounts: (Limit one discount per household.)

*\$10 discount for each additional child/class enrolled in the same family

*\$20 discount for WMU employee, KCA staff and board members per family

Important Note * Tuition is due on the first day when classes meet. Students will not be admitted to the school without a full payment.

Payment

Accept checks and Paypal.

Please make the check payable to Kalamazoo Chinese Academy (KCA) and mail it to:

KCA

PO Box 343, Portage, MI 49081-0343

Paypal Link: [paypal.me/kzooca](https://www.paypal.me/kzooca)

Refund Policy (each semester)

- Full refund for students who withdraw within 2 weeks of classes.
- 50% refund for students who withdraw within 4 weeks of classes.
- No refund after the 5th week.



Late Enrollment

Students who wish to attend KCA after the school year starts will go under a language readiness assessment by the teachers. If accepted, the students will pay a prorated tuition based on each individual case.

School Location (for in-person instruction)

4th floor, Sangren Hall, WMU

You can find the building map here: <http://www.wmich.edu/maps/?bldg=138>

Parent Service Program (PSP) (for in-person instruction)

Parent Service Program (PSP) is a program that requires the parents to be the hallway supervisors while students are having classes in the classrooms. The hallway supervisors are responsible for directing students to the bathroom or water fountain and sending them back to the classroom. All students' activities are limited to their classrooms, including during break time.

Parents can sign up to participate. * An additional \$10 per family per semester will be applied for non-participating PSP families.

KCA Instructors

All KCA instructors are experienced in teaching Chinese language and Chinese culture in both China and the US. They are native Chinese speakers and speak English fluently. KCA partners with the Asian Initiatives at WMU, who provides select qualified Chinese language and culture instructors to the school.

Class Assignment

Each student who is enrolled in KCA will be given a language assessment to help determine which level or class is the most suitable for the student. During the school year, students may be moved to a different level or class based on their individual progress.

School Cancellation Policy (for in-person instruction)

Student safety is KCA's first priority. The school follows the KRESA academic calendar, and may cancel classes in case of inclement weather and emergencies. The cancellation announcement will be sent to families via email and posted on the KCA Facebook page no later than 10am on Sunday.