



## Refund Application

<b>Family ID:</b>		<b>Home Phone:</b>			
<b>Payment Method: Check ( )</b>		<b>PayPal ( )</b>		<b>If PayPal, Payer Name:</b>	
<b>Address:</b>			<b>Date:</b>		
			<b>Text Book Returned</b> Yes ( ) No ( )		
<b>Check Payable to:</b>			<b>Pick Up ( ) Mail To ( )</b>		
<b>Student Name:</b>	<b>Classes</b>	<b>Tuition Fee</b>	<b>Percentage</b>	<b>Deduction</b>	<b>Amount</b>
			<b>Duty Deposit Refund:</b>		
			<b>Total:</b>		

**Refund Policy:**

- Registration fee, later fee, membership fee are not refundable.
- Every semester 100% tuition refund before 3<sup>rd</sup> week class begins. 50% tuition refund before 6<sup>th</sup> class begins. No refund will be processed afterwards.
- For spring semester, the tuition refund will be “yearly tuition – semester tuition” (e.g., \$390 - \$220 = \$170 for Chinese classes).
- Textbooks can not be returned. A \$30 textbook fee will be deducted from tuition refund.
- Parent Duty Deposit will be 100% refund when the family is leaving school and has done all the assigned duties.

**Office Use Only**

Received Date	Approved by	Accountant	Paid Date	Check #	Amount \$