

Registration Policy for 2023 – 2024 School Year

School Website: <https://hxsouth.org>

Attention:

- Admission applicants: Children aged four years and above and adults.
- Class schedule: The Fall semester starts from 9/16/2023, and ends in early February 2024. The Spring semester starts from February 2024 and ends in mid-June. Classes are held on Saturdays (except holidays) from 1:30 PM to 4:20 PM. Each class lasts for 50 minutes. The curriculum includes Chinese classes and cultural classes, and you may find more information on the culture class description available on our website (www.hxsouth.org).
- For online registration, payment must be made (or postmarked) within two weeks after submission. Any on-line submission without payment may be automatically canceled after two weeks. Please note that the registration date is based on the payment date.
- All registrations can be either early registration, normal registration, or late registration.
- Early registration is on or before **07/31/2023**, registration fee is waived.
- Normal registration is between **8/1 to 9/16/2023**. The registration fee is **\$30** per person per register (the fee is the same for children and adults). After the initial registration has been processed, adding additional courses will be considered as a new registration and will require an additional payment of **\$30** for registration.
- Any registration on or after **9/16/2023** is considered a late register, a late fee of **\$30** will apply to the family on top of normal registration. This doesn't apply to new and adult student only family.
- All registration and late fees are Non-refundable. If a family withdraws from all registered courses before the start of the fall semester, PTA membership fees can be refunded. In all other cases, PTA membership fees are non-refundable.
- Paper registration has **\$15** extra charge (non-refundable) per family for service fee.
- The school has the right to adjust classes according to enrollment without further notice, and tuition will be fully refunded for any the classes cancelled by the school.

1. Tuition (per student per class)

- **Standard Chinese Class: \$390 per school year, \$220 per semester.**
- **CSL Class: \$390 per school year, \$220 per semester.**
- **Culture Class: \$220-\$300 per school year, \$150-\$180 per semester.**

2. PTA membership fee (per family per year, non-refundable)

\$30 per family per school year. This fee is charged every school year.

3. Family duty deposit (withhold)

\$100 per family (one-time charge). Family duty will be assigned by Families Council every semester. Failure to show up for family duty will result in the forfeit of \$50 of \$100 family duty fee. As a result, a new \$50 withholding will be applied at the next registration. The family account will be close due not balanced before new registration unless promptly submitting the fund to balance the account.

For families performed the duty in prior semester, this fee will not be re-charged at next registration.

5. Class transfer

Any class transfer request among same grade Chinese classes will not be processed. Chinese class transfer between grades must be approved by the Dean. For culture (including adult culture) class transfer, there is one-time free transfer during first three weeks of each registration. \$15 will be charged for additional class transfer during first three weeks of each semester. There will be no class transfers permitted after the third week.

6. Class cancellation and refund

In order to receive a refund, the class cancellation form must be filed with payment receipt of registration within the first two weeks of the semester.

Students who withdraw classes **within three weeks** will get 100% tuition refund, students who withdraw classes within five weeks will get 50% tuition refund, within six weeks will get 25% tuition refund, provided that all teaching materials, including textbooks are returned in brand new condition. Otherwise, the applicable textbook fee will be deducted from the refund. No refund after six weeks. The refund will be posted online to your account after 4 weeks. In case the refund does not show in your account, please come to the administration office during the normal Chinese school day to resolve the issue.

If the deadline for cancellation is passed, the student can only cancel the 2nd semester classes if the student registers for a full year. The school PTA membership fee (\$30 for one year) will not be refunded if you cancel your classes.

The class cancellation/refund (request) form will be available online. The filled form can be mailed/emailed to School Administration for process.

There is no refund for those who register late (after two weeks of school).

7. Trial Class: there is no such policy from the school to allow newer to try the class. Please Register and pay the class first, the refunding policy is available in within 3 weeks.

Online payment is recommended!

Check payable: Huaxia South Chinese School

Send check with your registration statement to:

**Huaxia South Chinese School
P. O. Box 410, Marlboro, NJ 07746**

If you have any question, please send email to:

regadmin@hxsouth.org / info@hxsouth.org
