



华夏南部中文学校
Huaxia South Chinese School

P.O. Box 410, Marlboro, NJ
732-993-8806 / info@hxsouth.org / hxsouth.org

Refund Application

Family ID:		Payable to/Zelle:			
		If Check, Pick Up () or Mail To ()			
Name & Address:			Date:		
			Text Book Returned Yes () No ()		
Student Name:	Classes	Tuition Fee	Percentage	Deduction	Amount
			Duty Deposit Refund:		
			Total:		

Refund Policy:

- Registration fee, late fee, membership fee are not refundable.
- Every semester 100% tuition refund before 3rd week class begins. 50% tuition refund before 6th class begins. No refund will be processed afterwards.
- For spring semester, the tuition refund will be “yearly tuition – semester tuition” (e.g., \$420 - \$280 = \$140 for Chinese classes).
- Textbooks are non-returnable. A textbook fee of \$30 (or the current applicable rate) will be deducted from any 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	Payment Method	Amount \$

****Email the completed form and documents to principal@hxsouth.org, regadmin@hxsouth.org, and treasurer@hxsouth.org. Use the subject line format: “[Requester Name]: Refund Application Request” (e.g., “John Xu: Refund Application Request”).**

Updated: 9/10/2025