

快乐谷中文学校招生简章

(修订版：2025 年 8 月)

为保障教学质量、维护学生权益，快乐谷中文学校（以下简称“本校”）特制定本《学生报名说明》（以下简称“本说明”）。家长在为学生完成报名手续时，即视为已阅读、理解并同意遵守本说明之全部条款。

一、入学条件

1. K 班新生须于报名当年 8 月 31 日（含当日）前年满四（4）周岁；
2. CSL 班或一年级新生须于报名当年 8 月 31 日（含当日）前年满五（5）周岁；若为春季报名，年龄依据前一年度秋季之标准计算；
3. 插班生须提前联系校方，由学校根据学生实际情况安排评估测试，并决定班级安排。

二、报名与开学时间

1. 秋季报名时间自每年 8 月筹备好后开放；春季报名时间自秋季课程结束后起开放；
2. 开学日期详见学校年度日历或以邮件形式另行通知。

三、报名方式

1. 本校采用线上报名系统，同时于开学日当天提供现场报名服务。成功完成在线报名后，家长将收到两封确认邮件：
 - 第一封为报名收据，请打印并携带至现场完成缴费；
 - 第二封为 Google 表单链接，用于后续报名信息修改或课程调整；
2. 若未收到上述邮件，请务必检查垃圾邮件文件夹；
3. 开学当周内，学校亦设立现场服务台处理报名相关事务。

四、缴费须知

1. 开学当天中午 12:15 起，学校工作人员将于教学楼现场办公，建议家长当日完成缴费；
2. 请携带打印版报名确认邮件；
3. 若未携带确认邮件，须现场填写报名表，并在已填写表格之家长之后排队缴费。

五、收费标准

1. 每学期每个家庭须缴纳注册费\$20（不予退还）；如有两名或以上子女同时就读，第一名学生缴纳全额注册费，第二名及后续学生注册费各减免\$10；
2. 学费金额以开学前邮件通知为准；
3. 新生教材费另计，金额亦以通知为准；
4. 教职员工及志愿者子女享受八折学费优惠；
5. 如家长提交之支票因账户问题遭银行退票，学校将加收\$30 手续费，并要求重新缴纳费用；未缴清费用者不得入班上课。

六、课程调整条款

1. 鉴于生源数量及师资安排可能发生变化，学校保留对课程进行调整或取消之权利；
2. 若课程因学校原因取消，将退还相应课程费用（不含注册费）；如学生所报全部课程被取消，则注册费亦将退还。

七、换课、退课与试听规定

1. 学期开学后两周内，家长如需申请换课或退课，须获得校方书面批准；若获批准退课，除注册费外，其余费用将全额退还；
2. 自第三次上课日及以后提出退课申请者，所缴费用恕不退还；
3. 新生经学校同意，可免费试听一次课程后决定是否注册；
4. 若任课教师认定学生尚未做好学习准备，学校有权要求其退课。

八、学生行为规范与退学规定

若学生严重扰乱课堂秩序，且在经学校与家长正式沟通三次以上仍无改善者，学校有权单方面终止其上课资格，所缴一切费用不予退还。

九、附加条款

1. 家长完成注册程序，即视为同意并承诺遵守以下全部学校规章文件：

- 《快乐谷中文学校家长守则》；
- 《快乐谷中文学校学生守则》；
- 《快乐谷中文学校家长值日要求》；

家长亦承诺配合学校日常管理，督促学生遵守学校相关规定；

2. **免责条款（Liability Waiver）：**

学校将在力所能及的范围内尽力保障校内安全。然而，家长在注册时即同意：在不涉及学校重大过失或故意行为的情况下，学校及其工作人员不对因意外伤害、疾病或突发状况所造成的损失、伤害或法律责任承担赔偿责任。家长亦理解，尽管学校已采取基本安全措施，但对不可抗力或无法预见之事件，学校不承担责任。

本说明自 2025 年 8 月 15 日起生效，并由快乐谷中文学校管理团队负责解释与修订。学校保留对本说明之最终解释权，并有权根据实际需要随时对其内容进行修改。

Happy Valley Chinese School Enrollment Guidelines

(Revision Effective: August 15, 2025)

To uphold the quality of instruction and protect student rights, Happy Valley Chinese School (hereinafter, the "School") hereby establishes the following Enrollment Policy. Completion of enrollment by a parent or guardian shall constitute acknowledgment, understanding, and acceptance of all terms and conditions set forth below:

Article I: Admission Criteria

I.I Kindergarten (K) applicants must be at least four (4) years old on or before August 31 of the enrollment year.

I.II CSL or Grade 1 applicants must be at least five (5) years old on or before August 31 of the enrollment year. For Spring semester enrollment, eligibility is determined based on the prior Fall standard.

I.III Transfer applicants must contact the Principal in advance. The School will arrange an assessment based on the student's actual level to determine appropriate class placement.

Article II: Registration and Term Start Dates

II.I Fall registration opens annually on August; Spring registration begins upon conclusion of Fall courses.

II.II Semester start dates are published in the School Calendar and via official email notifications.

Article III: Registration Procedures

III. I Registration shall be completed online; on-site registration will also be available on the first day of each semester. Upon completion of online registration, two confirmation emails will be issued:

- One standard receipt, which must be printed and brought for in-person payment.
- One containing a Google Form link, which may be used to update student information or modify selected courses.

III. II If confirmation emails are not received, parents are advised to check their spam/junk folders.

III.III On-site registration support will be provided during business days following the start of the semester.

Article IV: Payment Procedures

IV.I Tuition payment is strongly encouraged on the first day of class beginning at 12:15 p.m. at the designated School office area.

IV.II Parents shall bring the printed confirmation email.

IV.III Parents without the printed email must complete a registration form on-site and will be processed after those with completed confirmation forms.

Article V: Tuition and Fees

V.I A non-refundable registration fee of \$20 per family is due each semester. For families with more than one student enrolled, the registration fee for the second and subsequent students is reduced by \$10 each.

V.II Tuition rates will be confirmed via official School communication prior to semester start.

V.III New student textbook fees are charged separately and will be stated in notification emails.

V.IV Children of School staff and volunteers are eligible for a 20% tuition discount.

V.V Returned checks will incur a \$30 processing fee. If tuition remains unpaid, the student will not be permitted to attend class.

Article VI: Course Adjustments

VI.I The School reserves the right to cancel or adjust courses based on enrollment or staffing constraints.

VI.II If a course is canceled, the associated tuition will be refunded (excluding the registration fee). If all courses for a student are canceled due to School reasons, the registration fee will also be refunded.

Article VII: Course Changes, Withdrawals, and Trial Lessons

VII.I Parents may request to change or withdraw from courses within the first two weeks of the semester, subject to School approval. Approved withdrawals will result in full tuition refund (registration fee non-refundable).

VII.II No tuition or fees will be refunded after the third scheduled class.

New students may take one free trial lesson upon receiving School approval before finalizing enrollment.

VII.III If an instructor determines a student is not adequately prepared for the class, the School reserves the right to withdraw the student.

Article VIII: Student Conduct and Dismissal

If a student severely disrupts classroom instruction and fails to improve after three or more formal communications with parents, the School reserves the right to terminate the student's enrollment. In such cases, no refund of tuition or fees will be granted.

Article IX: Additional Provisions

IX.I By completing registration, parents agree to comply with the following School policies and obligations:

- Parent Code of Conduct
- Student Code of Conduct
- Parent Duty Guidelines

Parents further agree to support School operations and ensure their children adhere to all School rules.

IX.II Liability Waiver: The School shall make reasonable efforts to ensure the safety of all staff and students. By registering, parents agree to waive the School and its personnel from liability for damages, loss, or injuries arising from accidental incidents, illness, or other occurrences not caused by gross negligence or intentional misconduct. Parents acknowledge that while the School maintains basic safety protocols, it cannot be held liable for force majeure or unforeseen events.

Effective Date and Revisions

This policy shall become effective on August 15, 2025, and is subject to interpretation and amendment by the Happy Valley Chinese School Administrative Team. The School reserves the exclusive right to the final interpretation of this policy and to make changes as deemed necessary.