



Refund Application

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

Refund Policy:

- Registration fee, later 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., \$260 - \$150 = \$110 for Chinese classes).
- A \$12 will be deducted from tuition refund if the text book were not returned in new condition when withdraw from Chinese class.
- 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 \$