

# Huaxia South Chinese School Refund Application

**2011-2012**

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

School Year \_\_\_\_\_ to \_\_\_\_\_

<b>FamilyID#</b>		<b>Home Phone:</b>			
<b>Pick Up</b> ( )		<b>Text Book Returned</b>		<b>Date:</b>	
<b>Mail To</b> ( )		Yes ( ) No ( )			
<b>Parents Name On Check:</b>					
<b>Address:</b>		<b>City/State/Zip:</b>			
<b>Student Name</b>	<b>Classes</b>	<b>Tuition Fee</b>	<b>Percentage</b>	<b>Book Fee Deduction</b>	<b>Refund 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 3rd 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., \$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 \$