

# Huaxia South Chinese School Refund Application

**2009-2010**

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., \$240-\$140=\$100 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 \$ |
|---------------|-------------|------------|-----------|---------|-----------|
|               |             |            |           |         |           |