

Huaxia South Chinese School

Class Transfer Form

2011-2012

P.O Box 410
Marlboro, NJ 07746

School Year _____ to _____

Reg #		Home Phone	
Parents Name		Text book Returned	Yes() No()

Student Name	Transfer From	Transfer To	Tuition & Fee \$	Dean Approval
		Total ==>		

Class Transfer Policy:

- Any class transfer request among same grade Chinese classes will not be processed.
- For Chinese class transfer between grades, must be approved by the Dean.
- Chinese Class Transfer must return the old class text book in new condition in order to get a new text book for new Chinese Class, or a \$12 will be charged for book.
- For culture (including adult culture) class transfer, there is one time free transfer during first three weeks of each registration.
- \$15 will be charged for additional class transfer during first three weeks of each semester.
- There will be no class transfers permitted after the third week.

Office Use Only

Received Date	Received by	Proved By	Payment \$	Check #