

# Huaxia South Chinese School

## Class Transfer Form

2009-2010

P.O Box 410  
Marlboro, NJ 07746

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

<b>Reg #</b>		<b>Home Phone</b>	
<b>Parents Name</b>		<b>Text book Returned</b>	Yes(    ) No(    )

Student Name	Transfer From	Transfer To	Tuition & Fee \$	Dean Approval
		<b>Total ==&gt;</b>		

**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 #