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IMPORTANT DATES

Early Registration Start - 5/18/13

End - 6/30/13

School Dates

Start - 9/8/13

End - 6/8/14

REGULAR TUITION & FEES

By 6/30/13: \$500
(\$550 afterwards)

Family fee: \$50

Registration: \$40

Late fee: \$40
(after 8/30/13)

Registration Policy_2013-2014

School Dates

The 2013-2014 school year of Huaxia Chinese School of Greater New York (HXGNY) starts on **Sunday, September 8, 2013**. Classes run from 9:30 am to 12:30 pm on Sundays.

Important Dates	Comment
6/30/13	Early registration ends (\$50 discount expires based on Paypal payment or check received/postmarked date)
7/1-8/31/2013	Regular tuition applies
9/1/13 and after	Late fee applies (new family waived)
9/8/13	First day of school
On and before 9/7/13	Tuition refund on withdrawal: 100%, fees non-refundable
9/8-9/14/13	Tuition refund on withdrawal: 80%, fees non-refundable
9/15-9/21/13	Tuition refund on withdrawal: 50%, fees non-refundable
On and after 9/22/13	Tuition refund on withdrawal: 0%, fees non-refundable
9/22/13	Last day for class transfer

Classes Offered

Based on students' level and preference, we offer different Chinese language classes using different sets of textbooks. To compare the different features offered by each textbook and understand how to select the proper class for your kids, please refer to: "Textbook Evaluation" and "Class Selection Guide" at hxgny.org under Registration.

Grades	Textbooks Used
Pre-K	马立平 (MLP) for Kindergarten
Kindergarten	汉语拼音 (Han Yu Pin Yin) and stories/poems
Grade 1 - 7	马立平 (MLP) Book 1 to 7
Grade 1 - 9	美洲华语 (MZHY) Book 1 to 10, 标准中文 as reference
CSL 1 - 3	My First Chinese Reader series

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Tuition and Fees

Grade/Class	Tuition/ Fee	Comment
Early registration discount	\$50	Per Student when enrolling a regular language class. Paypal or check payment has to be received/postmarked on or before 6/30/13
Pre-K ^a , K, MZHY G1-9, AP Chinese	\$550	1st kid: \$640; 2nd kid: \$590 (with fees)
MLP G1-7	\$580 ^b	1st kid: \$670; 2nd kid: \$620 (with fees)
CSL Level 1-3	\$600 ^b	1st kid: \$690; 2nd kid: \$640 (with fees)
Culture class only	\$200 ^c	Per culture class/hour
Parent club	\$95 ^c	Register by semester
Family management fee	\$50	Per family, non refundable
Registration fee	\$40	Per student, non-refundable
Late fee	\$40	Charged when payment is received after 9/1/14 (waived for new family).
Bounced check charge	\$35	A charge on each returned check.

^aPre-K class is 2hr ^b Higher tuition due to higher cost textbooks & multi-media materials

^cSome classes' cost may vary. Please check the online registration system

Tuition payment can be made either on-line via Paypal or in form of check payment. If paid in check, please make it payable to: **HXGNY** and mail it along with the printout sheet from the online registration system to: **HXGNY, P.O. Box 583, Purchase, NY 10577-0583.**

The tuition payment needs to be post marked within one (1) weeks of the enrollment date. Otherwise, the student may lose his or her enrollment priority. The School has the right to deny a student's acceptance if the payment has not been made in full and on time.

If a check is returned for any reason (e.g., insufficient funds, stop payment, or account closed), a \$35 processing fee in addition to any penalty amount charged by the bank will be added to your account. If a student with a bounced check decides to withdraw from the school, the \$35 returned check fee and bank charges should still apply.

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Refund Policy

- Since the tuition is paid for the whole school year, if a student decides to withdraw for the spring semester, he or she needs to inform the School Administration team before spring semester starts.
- For each semester,
 - ◇ Withdraw before the first week's class starts: \$50 per family management fee and \$40 per student registration fee non-refundable
 - ◇ Withdraw before the second week's class starts: 80% refund
 - ◇ Withdraw before the third week's class starts: 50% refund
 - ◇ Withdraw from the third week's class and after: 0% refund
- No partial credit will be granted for students registering a class in the middle of a semester. Instead a \$40 late registration fee will be added to the full tuition.
- No student should be allowed to sit in the class without FULL tuition payment, except for new students who get written permission from the School Administration team to audit the class.
- If you paid via Paypal, the refund will be returned to your Paypal account. If you paid with check, the refund will be issued to you with a school check. It normally takes 3 to 4 weeks to process the refund.

Grade/Class Assignment

Registration for New Students

Copy of birth certificate is required for all Pre-K (minimum enrollment age is 3yr old), Kindergarten students and all new students under age of 6.

New students should contact school registration (hxgny@googlegroups.com) to be evaluated and assigned to appropriate class based on the students' Chinese proficiency levels, subject to the availability of the grade/class.

Language Class Transfer for Existing Students

During the first 3 weeks of the new school year, if an existing student wants to transfer to a different grade or class, he or she needs to get a recommendation from his or her current teacher, written permission from the new teacher, and an approval from the School Administration team. The final transfer will also depend on the availability of the grade/class chosen by the student. Once approved, tuition and textbooks (new & unmarked) will be adjusted accordingly.

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Grade/Class Assignment

Culture Class Selection & Transfer

Except for pre-K and Kindergarten students, all other grades' students are encouraged to select a culture/activity class via on-line registration. There is a seat limit in each class. It is on a "first-come-first-serve" basis.

During the first 3 weeks of the new school year, if a student wants to change his or her current culture class selection, he or she can make a request via on-line registration system or to the School Administration team. However, the final transfer is subject to the availability and specific restrictions of the class that the student is interested in transferring to. Once the 4th week's class starts, no more transfers will be allowed.

The school reserves the right to adjust and make final decision on a student class assignment in order to balance the enrollment of classes in term of grade and activity area.

Culture Class Only Registration

Students can sign up for culture classes only. However, due to current online system's limitation, proper tuition (\$200 per culture class) and fees (\$50 family management fee per family and \$40 registration fee per student) may not be reflected correctly in the system. Nonetheless, the student is responsible for making a check payment with correct amount in order to sit in the class. If any question, please feel free to contact hxgnyadmin@googlegroups.com.

Teacher Assignment

Teacher Assignment

Teachers will be assigned to different language and culture classes based on their past experience and specialties. However, the school reserves the right to adjust teacher assignment to best utilize our talent pool.

Classroom Assignment

The classroom (building/floor/room#) assignment will be published at HXGNY's website before the start of a new school year.

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Registration Policy_2013-2014

Acknowledgement & Agreement

I and my family hereby agree that we will comply with the Rules and Regulations set by the School for 2013-2014.

By registering hereunder, each student and/or family assumes the risks of participating in any activity at the School and hereby irrevocably release the School and its agents, officers, directors, employees, successors and assigns from any and all liabilities of any type of nature arising out of his/her participation in activities at the School.

Photo Usage

The school reserves the right to take pictures of students/families participating in the school's academic/cultural/social events and activities, and use those pictures in School's newsletters and website. Any family that does not want their pictures to be posted should make a written request to the school at the beginning of the school year.

Parent On Duty (POD)

All parents shall fulfill the responsibilities and tasks assigned by POD, which is to ensure the safety and orderly conduct of students enrolled at HXGNY.

Non-discrimination

HXGNY admits students of any race, color, national and ethnic origin to all the programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, and athletic and other school-administered programs.