

HUA XIA
CHINESE
SCHOOL OF
GREATER
NEW YORK

2019-2020

*Registration
Policy*

Registration Policy 2019-2020

hxgnyregistrar@gmail.com

Registration Policy Key Highlights

- **Registration Start Dates:**
 - Wednesday 4/24/19 for existing families with younger students (Mommy and Me, Pre-K, K, Grade1-3, CSL and associated culture classes)
 - Thursday 4/25/19 for existing families with older students (Grade 4-9, AP and associated cultures classes)
 - Sunday 4/28/19 for all families
- **Open House** – Sunday 4/28/19 for all families
- **Early Registration Discount Period** – 4/24/19 through 6/30/19
- **Class Placement** – priority based on FULL tuition payment date.
- **Payment Methodology** - PayPal payment strongly preferred over credit card. Check payment only accepted at on-site registration.
- Any registration WITHOUT receipt of full payment, regardless of payment type, will be deemed invalid. The school reserves the right to release the space to other families.
- **Age Limit** – New students need to turn 3, 4, 5 and 6 by 12/31/19 in order to enroll in Mommy and Me, Pre-K, K and Grade 1, respectively. For Mommy and Me and Pre-K classes, student proof of birth date needs to be emailed to

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hxgnyregistrar@gmail.com within one week of registration (see page 12 for full detail).

- **Transfer** – During the first 3 weeks of school, each student is allowed one free transfer for each of language and culture class. Additional transfer request will be subject to Dean’s approval. No transfer of language class allowed after 9/22/19.
- **Class Audit** – Class audit allowed from 9/8/19 till 9/22/19.
- **Parent-on-Duty** – All parents need to fulfill responsibilities of POD.
- **Contact Information** – hxgnyregistrar@gmail.com

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2019-2020 Important Dates

The 2019-2020 school year of Huaxia Chinese Academy of Greater New York (HXGNY) starts on **Sunday, September 8, 2019**. Classes run from 9:00 am to 12:50 pm.

Important Dates	Comment
4/24-4/25/19	Registration start date for existing families
4/28/19	Registration start date for new families
4/24/19 – 6/30/19	Early registration period (\$50 discount per student expires on 6/30/19 based on payment date)
9/8/19	First day of school
9/22/19	Last day to transfer for kids' classes
8/18/19	Parent class registration starts
9/15/19	First day of adult class
9/29/19	Last day for transfer for parent classes

School Hours

Classes run from 9:00 am to 12:50 pm on Sundays. Please use the table below for reference of class hours for each grade.

		9:00-9:50	10:00-10:50	11:00-11:50	12:00-12:50
PreK, K	选项 1	语言课*	语言课	文化课	
	选项 2		文化课	语言课	语言课
1-3 年级 CSL, AP	选项 1	语言课	语言课	文化课	第二节文化课 (Optional)
	选项 2	第二节文化课 (Optional)	文化课	语言课*	语言课*
4-9 年级	选项 1	文化课	语言课	语言课	第二节文化课 (Optional)
	选项 2	第二节文化课 (Optional)	语言课	语言课	文化课

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Language Classes Offered

Based on students' level and preference, the school offers a variety of Chinese language classes using different sets of textbooks. To compare the different features offered by each language class and understand how to select the proper class for your kids, please refer to: "Textbook Evaluation" and "Class Selection Guide" at www.hxgny.org under Registration 2018-2019.

Grades	Textbooks Used
Mommy and Me	--
Pre-K	马立平 (MLP) for Kindergarten
Kindergarten	汉语拼音(Han Yu Pin Yin) and portion of 美洲华语 (MZHY) Book 1
Grade 1 – 9	马立平 (MLP) Book 1 to 9
Grade 1 – 9	美洲华语 (MZHY) Book 1 to 10
CSL 1 – 3	My First Chinese Reader series
AP Class	AP Chinese

Culture Classes Offered

There are three levels of culture classes offered. Students should choose the relevant culture classes based on their age and language class levels. For students in Grade 1 and above, they can choose one culture class or two culture classes. The second culture class is optional and will be subject to additional fees.

- Pre-K and K culture classes
- Culture class Jr. – for students in Grade 1-3, CSL
- Culture class Sr. – for students in Grade 4 and above

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Student Class Placement

Class placement priority will be based on parent preference and full tuition payment date. The school reserves the right to adjust class placement based on optimum class size and will give priority to families based on tuition payment dates.

Any student registration WITHOUT receipt of full payment, regardless the payment type (Please see Payment Methodology for details) will be deemed invalid. The school reserves the right to release the space to other families.

Students will not be allowed to audit class if full payment is not received. No audit is allowed after 9/22/19.

Qualification Exam for Students Skipping Grades

All students that wish to skip grades need to take a qualification exam. The exam is tentatively scheduled on the Open House day of the new school year in September. The registration will not be finalized till they pass the exam.

Waiting List

For any student who could not get into his desired class, please send an email to hxgny-waitinglist@googlegroups.com. Please include the following information in the email: (i) Family ID; (ii) student's name; (iii) parent contact information (parent names, email and phone

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number); (iv) current class placement; (v) desired class placement; and (vi) a short description of reasons. The school will use its best effort to match each family's needs. For any student who wants to be placed on the waiting list, a registration to a comparable class must be submitted and paid. Waiting list priority is based on request date.

Tuition and Fees

Tuition and Fee Structure

There are 3 fees that apply to each registered student:

- Registration fee - \$50 per student (Parent and Grandparent student included); non-refundable
- Textbook fees – see table below, non-refundable if opened
- Tuition – see table below
- Early registration discount - \$50 per student when enrolling in a regular language class. Payment has to be received on or before 6/30/19. For students who has registered but not paid by 6/30/19, early registration discount will be forfeited.

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Tuition – 2 hours of language class + 1 hour of culture class

Grade/Class	Full Year Tuition	Textbook Fee
Mommy and Me	\$500	--
Pre-K	\$975	\$50
Kindergarten	\$775	\$5
MLP 1-9	\$775	\$50
MZHY 1-9	\$775	\$30
CSL Level 1-3	\$775	\$50
AP Class	\$775	\$50
Culture Class only ^{(a)(b)}	\$350	--
2 nd Culture Class ^{(a)(b)}	\$250	--
Parent Class(full year)	\$315	--

- (a) Some classes' cost may vary. Please check the online registration system.
- (b) A select few classes may incur extra material or costume fee collected directly by the teacher or class parent. Such fees are not collected through school registration. Please follow individual teacher's directions when class starts.

As an illustrative example, if a family has 2 children - one will register for MZHY G1, one will register for MLP G2, and the family will register and pay before 6/30/19, the total payment will be as follows:

- Registration fee – 2 students x \$50 = \$100
- Tuition for MZHY G1 - \$775 + Textbook \$30
- Tuition for MLP G2 – \$775 + Textbook \$50
- Early registration discount – 2 students x (\$50) = (\$100)
- Total payment - \$1,630

Culture Class Special Fees for Selected Classes

Most culture classes are free of charge if a student also registers for a

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language class. For selective culture classes that the school needs to hire outside vendors, or uses special teaching materials, tuition and/or material fee will be required to cover the school's costs.

Second / Third Culture Class Tuition

If a student chooses to take a second and/or a third culture class, the class will be subject to an additional tuition of \$250 per class per year, plus any special fees associated with that class.

Culture Class Only Registration

For students who choose to register for culture class only, but not language classes, tuition of \$350 per year is applied to the first culture class, plus the \$50 registration fee per student. In addition, for those culture classes that need to hire outside vendors, or use special teaching materials, the culture class special fee will be required. If the same student chooses to take a second or a third culture class, an additional \$250 tuition per year per class will apply plus any special fee associated with that culture class.

Students that register for more than 3 culture classes before 6/30/19 are eligible for \$50 early registration discount. Please email hxgnyregistrar@gmail.com for tuition adjustment.

Parent Class

- Parent class will require full year registration.
- Registration fee of \$50 applies.

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Penalty Fees

- Check bounce fee – \$35 on each returned check

Mid-Semester Enrollment and Withdrawal

Mid-Semester Enrollment

Student will pay full tuition for the semester even if registering in the middle of a semester. School administration will exercise discretion to determine if registration fee can be partially waived.

Mid-Semester Withdrawal

For students that withdraw registration during the first three weeks of a semester, that semester's tuition will be refunded (please refer to Refund Policy for details). No refund will be issued for that semester after the third week of classes.

Transfer Policy

Free transfer allowed before school starts on 9/8/2019 for any class that has open space.

During the first 3 weeks of school, each student is allowed one free transfer for language class and one free transfer for culture class. Any additional transfer will be subject to Dean's approval.

Transfer requests after the 3rd week of school (9/22/2019) will be subject to Dean's approval.

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Same rule applies for Parent Culture class.

Payment Methodology

All payments can be made online via Paypal or credit card. The “Pay by Paypal” link on the registration page will allow you to use both methods of payment once clicked in. Checks are only acceptable during onsite registration. The school has the right to deny a student’s acceptance if the payment is not made in full and on time.

Any student registration WITHOUT receipt of full payment will be deemed invalid. The school reserves the right to release the space to other families.

Paypal payment is STRONGLY preferred and enables real-time link to school registration system. Credit card validation requires extra time. Manual check processing may cause delay linking to the school system. As a result, school does not guarantee the registration system will reflect the payment date on a real-time basis.

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 will still apply.

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Refund Policy

Refund for the Fall Semester

- The \$50 registration fee is not refundable.
- Textbook fees are not refundable unless the materials are returned in sealed brand new condition.
- Withdrawal before or on third week of class: 100% refund of full tuition for that semester.
- Withdrawal after third week of class: fall semester tuition is not refundable; 50% refund of full-year tuition.

Refund for the Spring Semester

- Withdrawal before or on third week of class: 100% refund of Spring semester tuition.
- Withdrawal after third week of class: NO refund of Spring semester tuition.

Refund Processing

- Refund via Paypal and credit card will be processed during the last week of September for the Fall semester and last week of February for the Spring semester.
- Refund via check will be processed during the last week of October for the Fall semester and during the last week of February for the Spring semester.

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Grade Assignment and Age Limit

Pre-K, K and Grade 1 Age Limit

For new students, age limits to enroll in Mommy and Me, Pre-K, K and Grade 1 are as follows:

- Mommy and Me – Student must be 3 years old before Dec 31, 2019 to enroll in this class.
- Pre-K – Student must be 4 years old before Dec 31, 2019 to enroll in Pre-K classes
- Kindergarten – Student must be 5 years old before Dec 31, 2019 to enroll in K classes
- Grade 1 – Student must be 6 years old before Dec 31, 2019 to enroll in Grade 1 classes

For Mommy and Me, and Pre-K students, please email a photo or photocopy of the birth certificate or passport to hxgnyregistrar@gmail.com concurrent with the registration. Please include the following information in the email: (i) Family ID; (ii) student's name; (iii) parent contact information (parent names, email and phone number); (iv) current class placement. Registration status will be invalidated if proof of birth date is not received within one week of registration. In that case, tuition will be refunded in full (but not the family fee and student registration fee).

For existing students, we strongly recommend students of younger age to enroll in the right grade. The school reserves the right to reassign students to proper grade based on teacher feedback.

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Grade 2 and Above

New students for grade 2 and above should contact school registration (hxgnyregistrar@gmail.com) to be evaluated and assigned to appropriate class based on students' Chinese proficiency levels, subject to availability of the grade/class.

Parent-on-Duty

All parents shall fulfill Parent-On-Duty responsibilities and tasks, which is to ensure the safety and orderly conduct of students enrolled at HXGNY.

Code of Conduct

All the common courtesy obeyed in English schools applies in HXGNY, including but not limited to the following. For a full description of Code of Conduct, please refer to HXGNY Code of Conduct menu on www.hxgny.org

- No staying in classroom without teacher's permission
- No lingering outside classroom
- No switching classes without school registration team approval
- Follow security team's instruction on parking for safety of everyone

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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.

Food Service Agreement

I, assume all risks associated with the food services and products provided by third party vendors on the School premises, including matters of health and safety associated thereof. I do hereby release, waiver, discharge, and covenant not to sue, and hold harmless, the School and its directors, officers, employees, volunteers, students and agents from any and all claims including the negligence of the School and its directors, officers, employees, volunteers, students and agents, resulting in personal injury, accident, or illness, including death and property loss arising from any and all food services and products provided by third party vendors on the School premises. I acknowledge and agree that third party vendors are solely responsible for the food services and products that they provide on the School premises and any injury, accident, or illness, including death and property loss arising from such food services and products.

I have read this waiver of liability, assumption of risk, and indemnity agreement, fully understand its terms, and understand that I am giving

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up substantial rights, including my right to sue. By clicking “I agree” on this page, I hereby acknowledge that I am entering into this waiver freely and voluntarily, and intend this waiver to be a complete and unconditional release of all liability as relates to this waiver to the greatest extent allowed by law.

Acknowledgement

I and my family hereby agree that we will comply with the Rules and Regulations set by the School for 2019-2020.

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 from any and all liabilities of any type of nature arising out of his/her participation in activities at the School.

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.