

HUA XIA
CHINESE
SCHOOL OF
GREATER
NEW YORK

2021-2022

*Registration
Policy*

Registration Policy Key Highlights

- **Registration Start Dates:**
 - Friday 8/20/21 for all families
- **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 4, 5 and 6 by 12/31/2021 in order to enroll in Pre-K, K and Grade 1, respectively. For Pre-K classes, student proof of birth date needs to be emailed to 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 the language and culture classes. Additional transfer requestment will be



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subject to Dean's approval. No transfer of language class allowed after 9/26/2021.

- **Parent-on-Duty** – All parents need to fulfill their responsibilities of POD.
- **Contact Information** – hxgnyregistrar@gmail.com



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2021-2022 Important Dates

The 2021-2022 school year of Huaxia Chinese Academy of Greater New York (HXGNY) starts on **Sunday, September 12, 2021**. Classes run from 9:30am to 12:30 pm.

Important Dates	Comment
8/20/21	Registration start date
9/12/21	First day of school
9/26/21	Last day for class transferring
9/19/21	First day of parent club
10/3/21	Last day for parent club transferring

School Hours

Sunday Classes : run from 9:30 am to 12:30 pm on Sundays.

Weekday Classes : Please refer to the specific time on school class listing.

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

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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 2021-2022.

Grades	Textbooks Used
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 – 4	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

Student Class Placement

Class placement priority will be based on parent preference and full



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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 9/26/21

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;

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(iii) parent contact information (parent names, email and phone 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:

1. Registration fee - \$50 per student (Parent and Grandparent student included); non-refundable. For students who enroll in culture class only, the Registration Fee still applies.

2. Tuition – details see table below

Tuition covers 2 hours of Chinese class and 1 hour culture class. There is no tuition credit for those who elect not to take culture class.

3. Textbook fees – details see table below, non-refundable if opened

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Tuition and book fee by classes

Grade/Class	Full Year Tuition	Textbook Fee
Pre-K	\$650	\$50
Kindergarten	\$650	\$50
MLP 1-9	\$750	\$50
MZHY 1-9	\$750	\$30
CSL Level 1-3	\$750	\$50
AP Class	\$750	\$50
Culture Class only ^(a)	\$350	--
2 nd Culture Class ^(a)	\$250	--
Parent Club	\$315	--

(a) Some classes have an extra tuition of \$100, please refer to the class list and online registration system for details.

Discount Amount Notes

New Family Bonus	\$50	NEW FAMILY enrolls Chinese class for full school year, will receive a one-time bonus of \$50.
Sibling Discount	\$50	If you have 3 or more children enrolled in Chinese classes, your 3 rd and subsequent children will each receive a \$50 discount.

Culture Class Special Fees for Selected Classes

Most culture classes are free of charge if a student also registers for a language class. For selective culture classes that the school needs to

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hire outside vendors, an extra \$100 tuition is charged.

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.

Parent Club

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

Penalty Fees

- Check bounce fee – \$35 on each returned check
- Late fee – \$50 if tuition payment is not received by 9/26/2021

Mid-Semester Enrollment and Withdrawal

Mid-Semester Enrollment

Students 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 9/12/2021 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.

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 the school registration system. Credit card validation requires extra time. Manual check processing may cause delay linking to the school system. As a result, the 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.

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 the second 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 the second week of class: 100% refund of Spring semester tuition.
- Withdrawal after third week of class: NO refund of Spring semester tuition.

Refund Processing

- Refunds 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.
- Refunds 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 Pre-K, K and Grade 1 are as follows:

- Pre-K – Student must be 4 years old before Dec 31, 2021 to enroll in Pre-K classes
- Kindergarten – Student must be 5 years old before Dec 31, 2021 to enroll in K classes
- Grade 1 – Student must be 6 years old before Dec 31, 2021 to enroll in Grade 1 classes

For 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 grades 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 classes 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

- Students should attend classes as scheduled. Parents need to communicate with the teachers in case of a student's absence.
- Students should pay attention to the teachers. They are expected to raise hands and wait for permission to speak. Unauthorized use of electronic devices is not permitted in the classroom.

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- All concerned parties should respect all properties on the school premises and treat them with care. Do not touch or use any classroom items without permission. Keep campus and classrooms clean and tidy.
- All concerned parties should speak quietly and walk in an orderly manner inside the school buildings. Parents should not stay in the education buildings (Building A, D, E) except while taking classes or fulfilling school duties.
- All concerned parties should respect the teachers and volunteer administrative staff. All parents are required to serve as on-duty-parents.
- All concerned parties should practice civilized manners, use polite words, and dress appropriately while in 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 the 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 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.

COVID-19 Protocol

- Do not come to HXGNY campus at Edgemont High School if I feel sick or if I have any COVID-19 symptoms.
- Cover my nose and mouth with a mask at all times.
- Do not eat or drink (except water) at any time.
- Follow hand hygiene and cleaning and disinfection guidelines.

HEALTH AND WELLNESS

- Social distancing and proper hygiene are the responsibilities of each member.
- Masks/Face coverings must be worn at all times on campus.
- Eating and drinking are not allowed in buildings except when drinking water.
- Hand sanitizer will be available throughout the school building.
- It is important that students stay home if any Covid-like symptoms are observed. Email the teacher to communicate the absence.
- Unvaccinated parents are not allowed to enter campus.



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Acknowledgement

I and my family hereby agree that we will comply with the Rules and Regulations set by the School for 2021-2022

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.