



# 華仁中文學校

## Chinese Heritage School of New Jersey

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April 28, 2010

Dear Parents,

Starting from fall of 2010, CHS will implement a new online registration system in order to improve the efficiency of the registration process and the accuracy of managing student records. This letter is to provide detailed information on the new process. Please stop by the front desk to talk to us if you have questions. On May 8, 2010, our first day of the new registration, we will have question and answer sessions.

The new process requires parents to submit reservation online and make a payment by mail or in-person. **Your registration is not confirmed until your payment is received by CHS.**

**Tuition:** Our tuition will remain unchanged - \$180 for the first child in the family, \$170 thereafter. Most culture classes and special interest classes (CC&SIC) have nominal fees for materials only.

**Reservation:** Parents of the returning students will receive a payment form from the school before registration period begins. A parent can make reservations online for all classes (language class, CC&SIC class for children and self) by following the instructions on the payment form for returning students and/or new students within the family.

CC&SIC class fees are shown as you select each one, please note your top choice for each student in the payment form provided. Please also write down the reservation number provided online on your payment form as proof of your online entry.

**Payment:** Payment must be received by CHS in order for the registration to be completed. The payment receipt date is based on the postmark date if it is received by mail, or the date received in person by the CHS registration team.

**Registration Period:** The registration starts according to the school calendar and ends on the 3rd Saturday of each semester. After the 3rd Saturday, no registration is accepted and no class change is allowed.

**Waiver of Application Processing Fee:** In order to encourage parents to register early, application processing fees will be waived if the payment is received on or before August 1st (cutoff date) for the fall semester for all classes (language, CC&SIC). The cutoff date of the spring semester fee waiver is 2 Saturdays before the first day of the semester.

**Application Processing Fee:** If the payment is received after the above cutoff dates through the end of the registration period, the application processing fee is \$10 for each student. Parents are encouraged to submit all forms (including CC&SIC classes) at the same time to avoid the additional fees. This fee will apply even if student is registered for language class but not CC&SIC class. This fee will also apply to each class transfer requested by parent. If a transfer is requested by the school or teacher, no such fee will be applied.

**Late Fee:** For each student registered on the 3rd Saturday, the late fee is \$10. This is above and beyond the application processing fee.

**Refund Policy:** Before the registration period ends, tuition paid will be fully refunded but not the application processing fee and/or late fee. If a class is canceled and the student does not take another class, tuition and all fees will be refunded.

CHS