**Wei Hwa Chinese School Registration Form**

WEBSITE: [WWW.WEIHWA.ORG](http://www.weihwa.org)

Register by mail: **P.O. Box 2931 Springfield, Virginia 22152-1599**

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| New family  Contact Information Update | SCHOOL YEAR: 2016-2017  FALL  SPRING |

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| **PART I. PARENT/GUARDIAN INFORMATION** (FOR NEW or CONTACT INFORMATION UPDATE FAMILY ONLY) | | | | | | |
| CHINESE NAME | ENGLISH NAME | | | RELATIONSHIP *(specify)* | | EMAIL ADDRESS |
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| MAILING ADDRESS (Street, City, State, Zip Code) | | | | | | |
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| HOME PHONE | | WORK PHONE | | | | CELL PHONE |
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| **PART II. OTHER INFORMATION** | | | | | | |
| Where did you learn about our school?  Newspaper AD  Web Site  Relative/Friends/Neighbors | | | | | | |
| **NEW STUDENT REFERRAL BY** | | | | | | |
| NAME | | | PHONE | | EMAIL | |
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**Notice:**

1. Wei-Hwa Chinese School admits students of any race, color, and national or ethnic origin.
2. Spring 2017 Classes started date is 01/22/17 for 16 weeks. Activity and Tai Chi classes started date is 01/22/17 for 14 weeks.
3. **Registration fee $30 is once a year per family**. (Applies to all families who register for 2016 Fall Semester)
4. Registration fee $30 is non-refundable. The School is not accepting any refund after the fourth week of semester (02/12/17). Return check fee is $25.
5. For Dropping or changing a course/class, please fill out a “Class Exchange/Refund Form” (available in the School Office) and submit it to School Office.
6. Please refer Wei Hwa Chinese School to your relatives and friends. When their child (ren) (new family/student who has never registered) enroll and join us this semester, you will receive a referral fee ($10 per student) before the semester ends.

**Wei Hwa Chinese School Student Code of Conduct**

Objective:” Wei Hwa Chinese School Student Code of Conduct” has been adopted to maintain a respectful atmosphere and a quality learning environment.

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| **Rules** | 1. Teachers and faculty have full support from the School Administration to keep the classroom and students on orderly manner.  2. The School Administration will contact the parent(s)/guardian(s) for any student’s misconduct or violation of Student Code of Conduct. A remake will be placed in student’s record book.  3. School will continuously monitor and evaluate the student behavior for a semester before removing the original remark.  4. For any repeated misconduct or violation, the Board of Directors will be summoned to discuss with the parent(s) or guardian(s) and come up with an alternative solution. |

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| The student and I have read, discussed, and agreed to follow all requirements of “Student Code of Conduct”.  Upon registration, We/I understand and agree that the Wei Hwa Chinese School assumes no liability for any property damage or personal injury suffer by the student(s), parent(s), or guardian(s), while attending class or any related activities of the school, with regard to the aforementioned property damage or personal injury.  Signature of Parent/Guardian Date |

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| **PART III. STUDENT INFORMATION (Please print)** | | | | **CLASS SELECTION** (see PART IV and fill in the class code here) | | |
| CHINESE NAME | ENGLISH NAME | GENDER | DATE OF BIRTH | 1-2PM | 2-4PM | 4-5PM |
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| **PART IV. CLASS FEES & SCHEDULE** | | | | |
| **1-2PM** | **2-4PM** | | | **4-5PM** |
| **Activity Classes $120**   * **CMB**: Math Basic  (Under Grades 6) * **CCY**: Calligraphy  (No age limit)   **SAT Class $130**   * **SATM**: SAT Math  (Grade 9 -12) | **Language classes $170**  *(Phonics – PH / PinYin PN)* | | | **Activity Classes $120**   * **CMIV**: Math IV  (Grades 7-8) * **CAW**: Children Ark work * **CFD**: Folk dance * **CEW**: Children’s English Writing (age 7-12) * **CCW:** Chinese Computer workshop   (5th grade and up or adults)  **SAT Class $130**  **SATE**: SAT English  (Grade 9 -12) |
| **Pre-School**   * K3 (age 4) * PHK (age 5) * PNK (age 5)   **Conversation**   * YC (Youth, age 10 to 16) * AC  (Adult, age 13 and up) | **Grade 1 to 12**   |  |  | | --- | --- | | * PH1 * PH2 * PH3 * PH4 | * PN1 * PN2 * PN3 * PN4 | | * PH5 * PN7 | * PN5 * PN7 | | * 8th Grade(PHN8) | | | * 10th/11th Grade(PHN10/11) * 12th Grade(PHS) | | | **Ma Li Ping classes**   * **Ma Li Ping 2,3** |
| **Adult Activity Class $120 –** | | |
| Tai Chi (No age limit) | | |
| **NOTES** | | | | |
| 1. **$30** Registration fee and language class (/per student) book/material feeapplies to all NEW families who register for 2017 Spring Semester.  2. All NEW and RETURNING students of K3, PHK are required to pay $20 textbook/material fee for 2017 Spring semester. 3. **$20** material fee for Children Ark Work class/per semester. 4 SAT mock up test $10 for 7th graders and above unless the students already took the College Board SAT Chinese. | | | | |

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| **PART V. PAYMENT INFORMATION (All fees are non-tax deductible)** | | | | |
| **Tuition Break Down** | | **Subtotal** | **Staff use only**  Cash Check # Amount $  Discount $   Reason ( ) Early Registration  ( ) Other    Signature of Cashier Date    Signature of Treasurer Date | |
| Family Registration fee/ per year | $30 |  |
| Language Book/Material fee | $20 x ( ) |  |
| Language class fee | $170 x ( ) |  |
| Adult & Children activity class fee | $120 x ( ) |  |
| SAT class fee | $130 x ( ) |  |
| Ma Li Ping Book fee | $50 x ( ) |  |
| Youth Conversation Book fee | $25 x ( ) |  |
| Children Ark work material fee | $20 x ( ) |  |
| SAT Practice Test | $10 x ( ) |  |
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| **Donation**  Scholarship  Technology | |  |  | Please make check payable to  “**Wei Hwa Chinese School**” |
| **TOTAL** | |  |