**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**

|  |  |
| --- | --- |
| [ ]  New family [ ]  Contact Information Update  | SCHOOL YEAR: 2018-2019 [x]  FALL [ ]  SPRING |

|  |
| --- |
| **PART I. PARENT/GUARDIAN INFORMATION** (FOR NEW or CONTACT INFORMATION UPDATE FAMILY ONLY) |
| CHINESE NAME | ENGLISH NAME | RELATIONSHIP *(specify)* | EMAIL ADDRESS No QQ account, please |
|  |  |  |  |
|  |  |  |  |
| MAILING ADDRESS (Street, City, State, Zip Code) |
|  |
| HOME PHONE | WORK PHONE | CELL PHONE |
|  |  |  |
| **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 |
|  |  |  |

**Notice:**

1. Wei-Hwa Chinese School admits students of any race, color, and national or ethnic origin.
2. Fall 2018 Classes started date is 09/09/18 for 16 weeks. Activity and Tai Chi classes started date is 09/23/18 for 14 weeks.
3. **Registration Fee (per Household) / per year is $30.** (Applies to all families who register for 2018 Fall Semester)
4. Registration fee $30 is non-refundable. The School is not accepting any refund after the fourth week of semester (09/30/18). 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. If students stop attending Chinese school more than 3 years within the 12 year curriculum or within a single school year they are absent a number of weeks totaling more than one third of the school year weeks, Wei Hwa Chinese school will only give a Certificate of Completion at the Graduation Ceremony not a Graduation Certificate. This regulation applies to all students who attend graduation class.
7. Families who with tuition voucher, please present voucher at time of registration.
8. 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 the language class 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.

|  |  |
| --- | --- |
|  **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. |

|  |
| --- |
| 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  |

|  |  |
| --- | --- |
| **PART III. STUDENT INFORMATION** | **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 |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

|  |
| --- |
| **PART IV. CLASS FEES & SCHEDULE** |
| **1-2PM** | **2-4PM** | **4-5PM** |
| **Activity Classes $120*** **CMB**: Math Basic (Under Grades 6)

**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 Artwork
* **CMA**: Martial Art
* **CFD**: Folk dance

**SAT Class $130****SATE**: SAT English (Grade 9 -12) |
| **Pre-School*** K3 (age 4)
* PHK (age 5)
* PNK (age 5)
 | **Grade 1 to 12**

|  |  |
| --- | --- |
| * PH1
* PH2
* PH4
* PH6
* PH7
* PH9
 | * PN1
* PN2
* PN3
* PN4
* PN5
* PN6
* PN9
 |
| * 12th Grade(PHS)
 |

 | **Conversation*** YC(Youth, age 10 to 16)
* AC (Adult, age 13 and up)
 |
| **Adult Activity Class $120 –** |
| Tai Chi (No age limit) |
| **NOTES** |
| 1. **$30** Registration fee and language class (/per student) book/material feeapplies to all families who register for 2018 Fall Semester.  |

|  |
| --- |
| **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 ( ) |  |
| [ ]  Youth Conversation Book fee  |  ( ) |  |
|  |  |  |
|  |   |  |
|  |  |  |
|  |  |  |
| **Donation** [ ]  Scholarship [ ]  Technology |  |  | Please make check payable to “**Wei Hwa Chinese School**” |
| **TOTAL** |  |