**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: 2017-2018  FALL  SPRING |

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| **PART I. PARENT/GUARDIAN INFORMATION** (FOR NEW FAMILY or CONTACT INFORMATION UPDATE ONLY) | | | | | | |
| CHINESE NAME | ENGLISH NAME | | | RELATIONSHIP *(specify)* | | EMAIL ADDRESS (Not QQ account) |
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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** | | | | | | |
| How did you learn about our school?  Newspaper AD  Web Site  Relative/Friend/Neighbor | | | | | | |
| **NEW STUDENT REFFERED 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 2018 language class start date is 01/21/18 (for 16 weeks). Activity and Tai Chi classes start date is 01/21/18 (for 14 weeks).
3. **Registration Fee (per household) / per year is $30.** (Applies to new students who register in 2018 Spring Semester)
4. Registration fee is non-refundable. The School is not accepting any request after the fourth week of semester (02/11/18)
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 half 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. Tuition voucher must be presented at time of registration.
8. Please recommend 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.

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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** | | | | **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)   **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) * **CPT**: Children Art * **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 * PH3 * PH5 | * PN1 * PN2 * PN3 * PN4 * PN5 | | * PH6 * PH8 | * PN8 | | * 9th Grade(PHN9) | | | * 12th Grade(PHS) | | | **Conversation**   * YC (Youth, age 10 to 16) * AC  (Adult, age 13 and up) |
| **Tai Chi Class (No Age Limit) $120** | | |
| **NOTES** | | | | |
| 1. **$30** Registration fee (per household) and language class book/material feeapplies to new students who register in 2018 Spring Semester.  2. All NEW and RETURNING students of K3, PHK and PNK are required to pay $20 textbook/material fee for 2018 Spring semester.  3. **$20** material fee for Children Art class/per semester.  4. **Mock Chinese SAT test ($10) is required for 6th graders and above, unless student has already taken the College Board Chinese SAT.** | | | | |

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| **PART V. PAYMENT INFORMATION (All fees are NOT 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 | |
| Household Registration Fee/Year | $30 |  |
| Language Book/Material Fee | $20 x ( ) |  |
| Language Class Fee | $170 x ( ) |  |
| Activity & Tai Chi Class Fee | $120 x ( ) |  |
| SAT Class Fee | $130 x ( ) |  |
| Youth Conversation Book Fee | ( ) |  |
| Children Art Material Fee | $20 x ( ) |  |
| Mock Chinese SAT Fee (6th & up) | $10 x ( ) |  |
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| **Donation**  Scholarship  Technology | |  |  | Please make check payable to  “**Wei Hwa Chinese School**” |
| **TOTAL** | |  |