

# Wei Hwa Chinese School Registration Form

WEBSITE: WWW.WEIHWA.ORG

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

New family    Contact Information Update

SCHOOL YEAR: 2018-2019    FALL    SPRING

## PART I. PARENT/GUARDIAN INFORMATION (FOR NEW or CONTACT INFORMATION UPDATE FAMILY ONLY)

CHINESE NAME	ENGLISH NAME	RELATIONSHIP ( <i>specify</i> )	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. Spring 2019 Classes started date is 01/20/19 for 16 weeks. Activity and Tai Chi classes started date is 01/20/19 for 14 weeks.
3. **Registration Fee (per Household) / per year is \$30.** (Applies to all new families who register for 2019 Spring Semester)
4. Registration fee \$30 is non-refundable. The School is not accepting any refund after the fourth week of the semester (02/10/19). 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		
<b>Activity Classes \$120</b> ▪ <b>CMB:</b> Math Basic (Under Grades 6)  <b>SAT Class \$130</b> ▪ <b>SATM:</b> SAT Math (Grade 9 -12)  <b>Youth Leadership Workshop</b> <b>YLP \$40</b> 1/27, 2/10, 2/17, 2/24, 3/3, 3/10, 3/17 and 3/24	<b>Language classes \$170</b> (Phonics – PH / PinYin PN)			<b>Activity Classes \$120</b> ▪ <b>CMIV:</b> Math IV (Grades 7-8) ▪ <b>CAW:</b> Children Artwork ▪ <b>CMA:</b> Martial Art ▪ <b>CFD:</b> Folk dance  <b>SAT Class \$130</b> <b>SATE:</b> SAT English (Grade 9 -12)		
	<b>Pre-School</b> ▪ <u>K3</u> (age 4) ▪ <u>PHK</u> (age 5) ▪ <u>PNK</u> (age 5)	<b>Grade 1 to 12</b> ▪ <u>PH1</u> ▪ <u>PN1</u> ▪ <u>PH2</u> ▪ <u>PN2</u> ▪ <u>PH4</u> ▪ <u>PN3</u> ▪ <u>PH6</u> ▪ <u>PN4</u> ▪ <u>PH7</u> ▪ <u>PN5</u> ▪ <u>PH9</u> ▪ <u>PN6</u> ▪ <u>PN9</u> ▪ <u>12<sup>th</sup> Grade(PHS)</u>	<b>Conversation</b> ▪ <u>YC</u> (Youth, age 10 to 16) ▪ <u>AC</u> (Adult, age 13 and up)			
	<b>Adult Activity Class \$120 –</b>  Tai Chi (No age limit)					

### NOTES

1. \$30 Registration fee and language class (/per student) book/material fee applies to all new families who register for 2019 Spring Semester.
2. All NEW and RETURNING students of K3, PHK and PNK must pay \$20 material fee for each semester.
2. \$20 Material fee for Children Ark Work class/per semester.

### PART V. PAYMENT INFORMATION (All fees are non-tax deductible)

Tuition Break Down		Subtotal	Staff use only	
<input type="checkbox"/> Family Registration fee/ per year	\$30		<input type="checkbox"/> Cash	<input type="checkbox"/> Check # _____ Amount \$ _____
<input type="checkbox"/> Language Book/Material fee	\$20 x ( )		<input type="checkbox"/> Discount \$ _____	Reason ( ) Early Registration
<input type="checkbox"/> Language class fee	\$170 x ( )			( ) Other _____
<input type="checkbox"/> Adult & Children activity class fee	\$120 x ( )			
<input type="checkbox"/> SAT class fee	\$130 x ( )			
<input type="checkbox"/> Youth Conversation Book fee	\$50 x ( )			
<input type="checkbox"/> Children Artwork material fee	\$20 x ( )			
<input type="checkbox"/> Youth Leadership Workshop	\$40 x ( )			
<input type="checkbox"/> CCCC ( 3 <sup>rd</sup> grade above and birthday after 4/01/2007)	\$20 x ( )			
<input type="checkbox"/> TOCFL (3 <sup>rd</sup> grade above and birthday before 3/31/2007)	\$30 x ( )			
<b>Donation</b> <input type="checkbox"/> Scholarship <input type="checkbox"/> Technology				
<b>TOTAL</b>				

← Please make check payable to  
**“Wei Hwa Chinese School”**