

Delaware County Chinese School 德华中文学校

Registration Policy /注册规则

Registration Fee/注册费

- Registration fee is \$20 per student per school year and not refundable. 注册费为每学年每人\$20。
- **Adding/Switch Classes / 增改课程:** No additional registration fee will be charged for adding or switching a class in an existing registration. 如已注册过课程，增改课程无需再付注册费。

Class Withdraw & Refund Policy / 课程取消和退费规则:

- Please email your request with the name of your child/children, registered class and reason to the school at info@dccs-pa.org If a class withdrawal is necessary. 注册后如因故退课的, 请发電郵到 info@dccs-pa.org 通知学校。
 - A \$20 handling fee will be charged for a class withdrawal if the registration fee is not applied at the time of registration. 如注册时不曾付过注册费，此时需付\$20 办理费。
 - Full tuition shall be refunded if any class is cancelled by the school. 学校因故取消已注册过的课程，学员将得到全额退款。
 - Full tuition will be refunded if a class withdrawal is requested before the first class day of each semester. 在每学期开学第一次课以前取消课程的，退全款。
 - 90% tuition will be refunded 90% if a class withdrawal is requested before the second class day of each semester. 在每学期第二次课以前取消课程，退款为 90%。
 - No tuition will be refunded when a class withdrawal is requested after the second class day of each semester. However, a credit can be issued and used for switching to other classes in the same semester. 在当期第二次上课以后取消课程的，没有退款; 但可将额度用于选择当期的其它课程。
 - Please allow 2 to 4 weeks for processing the refund after the school receives class withdrawal e-mail from parents. 退款会在家长提出退课后的二到四个星期内寄出，如过期未收到退款时，请与学校联系。

Activity Fee/活动费 :

- Activity Fee \$15 per family per school year is collected at the registration and is not refundable. 不可退的活动费每个家庭每学年\$15 于注册时收取。

Credits/抵扣额度

- Referral Credit: a \$10 tuition credit for students who have referred a new family enrolled in any class in DCCS. 推荐新家庭入德华学校报名课程的一次有\$10 抵扣。
- RTMSD Resident Credit: Students residing in RTMSD enjoy a \$20 tuition credit for Chinese language classes in thanks to RTMSD's support of DCCS. 学生来自 RTMSD 每学年有一次\$20 抵扣。
- Sibling Credit: Students who already have a sibling enrolled in DCCS shall enjoy a \$10 tuition credit for Chinese language classes. 注册中文课程的家庭，每第二个孩子以后一学年享有\$10 抵扣。
- Senior Credit: Students aged 65 and older shall enjoy a \$15 tuition credit for all DCCS classes. 65 岁以上老人报任何收费课程每学年享有\$15 抵扣。
- Activity Credit: \$15 credit for parents who have volunteered 2+ times towards DCCS' activities in the previous school year. The purpose of this credit is to encourage parents' participation in constructing and developing the school. 每个家庭在一学年内参与两次以上的学校志愿活动或值班，享有\$15 活动费的抵扣。此项费用旨在鼓励家长多多参与学校建设和发展。

Please contact the school at info@dccs-pa.org if you have any questions.

Waiver : I, my family, our heirs, executors and assignees, do hereby waive and release any and all past, present and future claims and rights for claims against the Delaware County Chinese School (DCCS), its agents, sponsors, officers, board members, teachers and volunteers for any and all liabilities, injuries or property loss suffered by us in any school sponsored activities;

Insurance Certificate: I hereby certify that our family will provide for our own personal accidents & health insurance and grant the power to authorize medical treatment or medical procedures, at our sole cost and expense, in an emergency situation to aid me(us) and/or my(our) child(ren) in connection with all activities sponsored by the DCCS.

Facility Usage Rules: I understand: a) Students must not touch or use any electronic devices in any classroom; b) Students should not move around any furniture or other items in any classroom; c) Nobody should enter a classroom that is not assigned to DCCS; d) Any individual who damages PHS properties/facilities shall be responsible for compensation.

School Regulations: I, my family members, adhere to and accept all the school policies and rules, and understand that DCCS has rights to suspend a student who violates the rules that are subject to changes.