

Chinese School of South Jersey Registration Guideline:

1. All students MUST register to attend CSSJ classes. Requests to try out classes can be arranged with the CSSJ administrators. Students without proper registration or admission will not be allowed to attend classes at any time.
2. Students may enroll in classes after the first day of class. Tuition will be prorated plus registration fee.
3. Registration will be canceled if the tuition and fees are not paid in time. If the check is returned due to insufficient funds, repayment of tuition and fees along with associated bank charges and penalties will be due in full within one week of notice issued by CSSJ administrators.
4. Registered students who wish to change classes need to complete the add/drop process within the first two weeks of school. Parents/students need to fill out the add/drop form and obtain approval from the teacher of the added language class or CSSJ administrators, then submit the approved add/drop form to the registration desk to finalize the class change.
5. **Late registration fees of \$20 will be charged for any returning students who did not register during designated registration period.**
6. Withdrawal and return policy:
 - a) Withdrawals need to be requested in writing to the principal of CSSJ.
 - b) 100% tuition will be refunded for withdrawal requested before the second class ends.
 - c) 50% tuition will be refunded for withdrawal requested before the fourth class ends.
 - d) No tuition will be refunded after the fourth class ends.
 - e) Registration fee is non refundable.
 - f) Books are not returnable and cannot be refunded once delivered.

Disclaimer and Waiver:

1. I have read and understood the above CSSJ Registration Guidelines. This guideline may be modified, amended or changed at anytime by the school administration without notification.
2. I agree to send my child(ren) to school before the class starts and pick up my child(ren) promptly after the class ends. I understand that I will be responsible for possible late fees if I fail to pick up my child(ren) within five (5) minutes after the class ends.
3. I will not hold the Chinese School of South Jersey (CSSJ), Carusi Middle School or any of their personnel, members, volunteers or associates responsible or liable for injuries, accidents, illnesses or lost items during school hours and other school related activities. In case of a medical emergency, CSSJ has my permission to obtain emergency treatment, as they see fit, for my child(ren) until I can be contacted.
4. I understand that, from time to time, there will be pictures and/or videos of me, my family or my child(ren) taken during school or school related activities. I hereby agree that CSSJ has my permission to display these images on its website, brochures, publications and other media formats as they deem fit. I understand that I may waive out of this stipulation by submitting the waiver in writing to the principle of CSSJ.
5. I understand and agree that I have the obligation to serve as the parent on duty at the CSSJ or pay \$30.00 as substitution each semester for the service.

Print Student Name(s)/Class(es)

Print Parent Name(s)

Parent(s) Signature(s)

Date

Officer Use Only

南澤西中文學校註冊規定

1. 只有註冊學生才能上南澤西中文學校的各項課程。新生可向校方要求試聽，經校方人員同意後才可以進入教室試聽。未註冊或未得到校方同意試聽的學生不可任意進入教室上課。
2. 學校開學後仍可註冊，學費將比照未上課時數比例計算，並加收註冊費。
3. 學費及其他費用必須準時繳付，否則上課資格將會被取消。如果付費支票被銀行退回，家長必須在學校人員通知後一周內付清全部學雜費及銀行的相關費用與罰金以完成註冊手續。
4. 已註冊學生可在開學後兩周（第二次上課）內要求轉班。學生或家長需填寫加退選申請書，並取得欲加選的語言班老師或中文學校註冊組人員簽字同意，於開學後兩周內（第二次上課結束前）將已簽字同意的加退選申請書交給學校註冊組人員以完成轉班手續。
5. **舊生沒有在指定的註冊時間內完成註冊會另加\$20 手續費.**
6. 退費規定：
 - a) 退學必須向校長提出書面申請。
 - b) 開學後第二次上課結束前申請退學手續者可辦理全額（100%）學費退款。
 - c) 開學後第四次上課結束前申請退學手續者可辦理半額（50%）學費退款。
 - d) 開學後第四次上課結束後不再接受退學及退款申請。
 - e) 註冊費不可要求退款。
 - f) 課本及作業本不可要求退還和退款。

同意書

1. 我同意遵守上列的南澤西中文學校註冊規定。南澤西中文學校有權修改、刪定、及解釋所有規定。
2. 我同意在上課前送我的孩子到教室，並在下課後儘速接回我的孩子。我瞭解我如果不能在下課後五分鐘內接走我的孩子，我可能要付罰金。
3. 我不會要求南澤西中文學校、Carusi Middle School、及其相關人員為上課或其他學校活動期間發生之不可控制的意外、個人疾病、或遺失物品負法律責任。若有任何醫療緊急狀況，我允許中文學校在能夠聯絡上我本人之前為我的孩子尋求和進行必須及適當的醫療處理。
4. 我瞭解南澤西中文學校可能會在課堂上或其他學校活動期間為我本人、我的家人、或我的孩子攝影及錄影。我同意南澤西中文學校可以視其需要在其所屬的出版品和網站上展示此類包含我本人及我的家人的影片及相片。我瞭解我有權以書面向校長要求拒絕讓學校刊登我或我的家人的影片及相片。
5. 我明白且同意每個學生家庭都必須值班為中文學校服務並在註冊時繳交值班押金\$30。我如果因故不能準時在我的約定時間內到校完成值班服務，我同意放棄我已繳交的值班押金。

學生姓名

家長姓名

家長簽名

日期

辦公人員使用