

HXGV Registration Policy

The following guidelines may be followed during the process of class registration, transfer and withdrawal.

Registration Fee

- One-time registration fee (\$10/class) and tuition payment are required for the whole school year, but class can be re-selected and the tuition can be adjusted at the first 2 weeks of the fall/spring semesters.
- Registration fee can be waived if register before July 31 prior to the new school year. Membership fee (\$10) is required for student insurance and HXGV headquarter activities.
- If registration happens in the middle of the semester, the tuition can be prorated.

Class Transfer

- Student may transfer classes during the first two weeks (before the registered classes start on the 3rd Sunday) of one semester.
- After the classes on the 3rd Sunday, students may transfer classes if teacher recommends or there are impacts caused by the school changes upon approval of the Vice Principal of Registration. Class size may be considered during approval process. The Process Fee will be applied for this special transfer.
- The tuition will be adjusted in full payment based on the difference between classes.

Class Withdrawal

- Withdrawal requests submitted before the registered classes start on the 2nd Sunday warrants a full tuition refund. No processing fee.
- Withdrawal requests submitted before the registered classes start on the 3rd Sunday warrants a full tuition refund, but requires \$30 processing fee. After completed 3rd class, class withdrawal will not trigger any refund.
- Due to unanticipated circumstances, only unused portion of the tuition can be refunded and will be mailed to parents by the end of school year.
- The registration fee and textbook purchase are not refundable.
- Refund checks will be mailed after the 6th week of the semester.

Table 1. Refund for withdrawal

Timeline	Processing Fee	Registration Fee Refund	Membership Fee Refund	Tuition Refund
Before registered class start on the 2nd Sunday	Not Applicable	No	Yes (Fall Semester only)	FULL
Before registered class start on the 3rd Sunday	Applicable (\$30/Class)	No	Yes (Fall Semester only)	FULL
After completed 3rd Class on Sunday	Not Applicable	No	No	No

School Right

School reserves the right to:

- Cancel a class under unanticipated circumstances. Students are encouraged to transfer to other classes. Full or prorated tuition will be refunded if a student chooses to withdraw.
- Act according to unanticipated circumstances upon approval of VP of registration without conflicting with guidelines.
- Take pictures/video for students/families participating in the Huaxia Chinese School’s academic or social activities and may post them on the school or other related website.
- Cancel one single Sunday class due to unanticipated circumstances, such as: teacher’s sick day or sick leave. Single class tuition will be refunded at the end of school year.

A Few Notes

- Bounced Check - if a check is returned by bank for any reason, parents have to pay the penalty amount charged by the bank. This also applies to the student withdrawing from the school.
- Multi Kids discount (only applies to Chinese classes): For one semester, a registered family receives \$20 deduction on tuition for each additional child beyond 2 registered students in a family.
- Seniors (60yr+) in HXGV families² can attend any HXGV class upon class availability³ with tuition waver. Seniors are required to be in compliance with HXGV registration policy.

¹full tuition refund: full tuition refund of whole school year if it's 2nd Sunday of Fall semester; full tuition refund of spring semester only if its 2nd Sunday of spring semester.

²HXGV families: one or more family members registered to HXGV classes or participated in volunteering work in HXGV.

³Class availability: Seniors can register any classes as long as class did not reach its maximum size limit and only after regular paid students have enrolled.

Appendix A: Fee Structure

Fee	Amount/Semester	Notes
Registration Fee	\$10 per class	Waived if register before July 31 st
Membership Fee	\$10/Per Student/Per School Year	Covered Huaxia membership and insurance cost. Non-refundable after completed 3rd week of class.
Processing Fee	\$30 per class	Only applicable for class withdrawals and the special class transfer after the registration period is closed.