



## Seattle Chinese School 2010-2011 CSL Class Registration Information

School : Seattle Chinese School (SCS) was founded in 1966 and is a self-supporting, non-profit organization. Its purpose is to enhance the education of the Chinese language and culture for oversea Chinese people. This School now extends its service to students who have no Chinese background. The class is a Chinese as Second Language class (CSL). The class will teach Traditional Chinese characters and Chinese phonetic alphabet. This year, we will begin to offer basic 1 Class for students between the ages of 5 and 7.

### School Location :

Interlake High School  
16245 N.E. 24<sup>th</sup> Street  
Bellevue, WA 98008

Class Hours: 9 a.m. –11:50 a.m. on Saturdays.

### Age and special requirements for new basic 1 Class students:

1. Minimum age for the basic 1 Class is 5 on 8/31.
2. Must be interviewed by School Official for class.
3. Must submit a copy of birth certificate or passport with the registration forms.

### Student Admission Notice :

New students Admission Notice will be mailed to new students before July 31. All students will be notified via mail 2 weeks before the first day of school.

### Registration Procedure:

1. Starting from the 6/5/10, parents/guardians of students may pick up the registration form at the office or download the registration from school website.
2. Registration will be by mail only. Priority of acceptance will be decided by postmarked dates. Registration by telephone is not accepted.
3. Walk-in registration may be accepted for the first 4 weeks after school year starts. Please complete all registration materials and have a check ready at registration. Incomplete forms will not be accepted for registration.

### Registration Materials:

1. Registration Form
2. Emergency Contact Information
3. A photocopy of Birth Certificate or Passport for new students of the basic 1 class only.

Registration Fee: \$20 per family (not refundable)

Tuition: Annual tuition is \$440.

Sibling Discount: If there is more than one child enrolled in our school from the same family, each additional sibling will receive a \$10 tuition discount.

Other Fees: There are \$10 PTA membership fee and \$80 volunteer service guarantee deposit for each family. (This deposit will be refunded at the end of school year for families that provide at least 8 hours of volunteer service.)

Please refer to the following table for the total amounts of tuition and fees.

Number of children enrolling to SCS		One child	Two children	Three children
Registration for returning students and all new students	Tuition	440	440+430	440+430+430
	Registration fee:\$20 PTA Membership fee:\$10 Service deposit:\$80	+20+10+80	+20+10+80	+20+10+80
		= <u>550</u>	= <u>980</u>	= <u>1,410</u>

Please make check payable to: Seattle Chinese School and mail to:  
Seattle Chinese School  
PO Box 50481  
Bellevue WA 98015

(Please do not send by certified or registered mail requiring receipt signature)

#### Withdrawal & Refund:

Tuition refund for students withdrawing from the school for any reason is prorated as follows:

- \$20 registration fee is not refundable
- 100% refund of the annual tuition and fees if withdraw prior to the first day of school
- 75% refund of annual tuition if withdraw during the first 4 weeks of the school year.
- 50% refund of annual tuition if withdraw between the 5<sup>th</sup> week and Christmas break.
- There will be no tuition refund for any withdrawals after the beginning of Christmas break.

#### Procedure for refund request:

1. Please contact the school office or download the withdrawal form from the school web site at <http://www.seattlechineseschool.org> .
2. Fill out the withdrawal form completely and attached a self-addressed stamped return envelope. Then send the completed withdrawal form along with the return envelope to: Seattle Chinese School. PO Box 50481, Bellevue, WA 98015

For more information regarding the CSL class registration, please contact school at (425)442-1275 or E-mail to [school@seattlechineseschool.org](mailto:school@seattlechineseschool.org). Seattle Chinese School reserves the right to modify the registration policy at any time and for any reason, with or without notice. For this information sheet and the registration form, please log on to our website at <http://www.seattlechineseschool.org> to download CSL registration information.