



# 华夏中文学校桥水分校

## *Huaxia Chinese School at Bridgewater*

A New Jersey Nonprofit Corporation

P.O. Box 6841, Bridgewater, NJ 08807, Email: [hxbwoffice@gmail.com](mailto:hxbwoffice@gmail.com), Tel.: (908) 361-7471

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## 2023-2024 Registration Policy

Huaxia Chinese School at Bridgewater Administration Office

For on-line registration, please go to [www.huaxiabw.org/Registration/](http://www.huaxiabw.org/Registration/). The full payment (Tuition + Textbook fee + Registration fee) must be made within 5 business days after the online submission. Any registration without full payment and the signed registration form is deemed invalid and will be deleted from the system after 10 days.

Zelle Payment information :

- Phone #: 908 531 7318, Last name: huaxiabw. Please enter your Family ID and Registration # in the "Notes" area when transferring funds.
- Email Signed registration form along with Zelle payment conformation number to: [hxbwoffice@gmail.com](mailto:hxbwoffice@gmail.com)

The regular on-line registration period for the 2023-2024 school year begins at 0:00 a.m. on May 28th, 2023. A \$50 late fee will be charged per family registered after 0:00 a.m. on August 1, 2023.

### 2023-2024 Registration Policies:

#### 1. Class Registration:

All classes have certain age and class size limits. In general, if a student does not meet the age requirement, he/she will not be permitted to register for that class. A class will be automatically closed for registration when it reaches the maximum limit. Online registration will first be available to existing students only. Parents should try to register as early as possible. It will be your own responsibility if you are unable to register for a class because of the size limit.

#### 2. Student Information:

All information about the student provided during the registration process must be true and accurate. After the initial registration, school may require the parents to provide a copy of the official documents (i.e., Birth Certificate or Passport) for verification purposes. The school reserves the right to cancel the registration if any information provided is found to be false. You will be able to make any necessary changes or corrections to your current information when you log into your account. It is the parents' responsibility to make sure your account information is accurate and up to date.

#### 3. New Registration Account:

A one-time only \$30 activation fee will be charged for each new registration account, including those created by the current families. There are no late fees.



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#### 4. Regulation for grade repeating:

Since 2017, the Huaxia Chinese School at Bridgewater has enforced a grade repetition system. Based on the student's academic performance, including teacher's recommendation, exam results and homework completions, student who failed to qualify for advancing to the next level will be required to remain and to repeat the same grade.

#### 5. Requirement for Preschooler and New Students:

All preschool students and new students are required to provide a copy of their Birth Certificate or Passport. It should be emailed along with the signed registration form and Zelle payment conformation number to: [hxbwoffice@gmail.com](mailto:hxbwoffice@gmail.com). **The registration will become invalidated after 10 business days without Zelle Full Payment.**

#### 6. Tuitions:

Standard Chinese, Ma Li-Ping Chinese, CSL:	\$500/school year or \$300/semester
Standard Chinese 9th Grade:	\$550/ school year or \$350/semester
AP Chinese Prep:	\$540/ school year or \$340/semester
Culture Class:	\$300/ school year or \$200/semester
Tai chi Class (2 periods):	\$500/school year or \$300/semester

#### 7. Textbook Fees / Material Fees (non-refundable)

- Standard Chinese: \$45
- Ma Li-Ping Chinese: \$80
- AP Chinese: \$100
- Chinese as Second Language: \$80
- Badminton: \$20

#### 8. Registration Fees (non-refundable)

Registration fee:	\$20 per transaction per person.
New family fee:	\$30 per new registration account (one time, no late fee)
Late registration fee:	\$50 per family starts from August 1, 2023, 0:00am.

#### 9. Payment:

Payments are made in Full with Zelle online transfer: **Tel: 908 531 7318, Last name: huaxiabw**

Make sure the **Family ID and Registration #** are noted in Zelle payment, then email the signed registration form (with Zelle payment confirmation number) to [hxbwoffice@gmail.com](mailto:hxbwoffice@gmail.com)

**Attention:** Registration will not be processed without a signed form.



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### **10. Class Withdrawal (\$20 processing fee per person each time):**

Please fill out the online Withdrawal request form, sign, and email to [hxbwoffice@gmail.com](mailto:hxbwoffice@gmail.com).

- 2023-2024 school year consists of two semesters: fall semester & spring semester. Classes withdrawal made within the first two weeks of the fall semester will have full tuition refund (excluding book expenses, registration fee and late fee).
- Classes withdrawal made during the third week of the fall semester will have 50% tuition refund (excluding book expenses, registration fee and late fee).
- No tuition refund will be given for any class withdrawal for the current semester after the third week of fall semester.
- For spring semester, class withdrawal can only be made within the first two weeks and a prorated tuition refund will be given. (For Chinese Class, actual refund calculation: \$500 annual tuition - \$300 tuition for fall semester - \$20 processing fee = \$180 refund. For additional Cultural Class, it'll be \$300 annual tuition - \$200 tuition for fall semester = \$100 refund (Only charge one time processing fee).)
- No tuition refund will be given for any class withdrawal after the second week of spring semester.
- All refunds will begin 6 weeks after the semester starts.

### **11. Class Transfer (\$20 processing fee per person each time):**

Please fill out the online Transfer request form, sign, and email to [hxbwoffice@gmail.com](mailto:hxbwoffice@gmail.com).

- Request for class transfer can be made within the first two weeks of each semester. In general, transfer for Chinese classes within the same grade will not be honored (i.e., A transfer from First Grade (1) to First Grade (2) is not allowed). All transfer requests must be approved by the school. Please Note: The school reserves the right to reject any transfer request.

### **12. Class Cancellation:**

A class may be cancelled by the school for any reason. When this occurs, all payment for tuition and fees will be fully refunded, and no processing fees will be charged.