



伯克利华夏中文学校

Berkeley Heights HuaXia Chinese School

Columbia Middle School, 345 Plainfield Ave, Berkeley Heights, NJ 07922

2018—2019学年注册须知

请注意：2018-2019学年注册于本通知颁布之日起开通（5/15/2018）

友情提示你务必在完成网上注册后两周内邮寄(或周六到校drop off)注册选课单和支票,学校收到你的付款后内会确认注册成功。同时请您一定在打印的注册选课单上签名。注册系统会在每周二自动查询,若网络注册提交两周后仍未付费,你的选课可能会自动注销,这样你就要从新选课。

1) 注册网站和流程：请到 <http://www.huaxiabh.org>按照下面的步骤来注册课程。（提示：网站一开始可能会有点慢,请您稍微等待一下）

注册步骤

1建立LOGIN -> 2登记家庭信息 -> 3添加学生 -> 4选课 -> 5打印选课单, 签名后和支票 (Pay to BH Huaxia) 一起寄到

364 Springfield Ave #539, Berkeley Heights, NJ 07922

* 或周六上课时间到校drop off, 请在支票上注明你的 Login ID.

请严格按照以上步骤 setup你的account。为了系统安全,在你完成第一步建立 Login后,系统会在 10分钟内自动发 confirm email到你提供的邮箱,你需要点击 confirm来确认。我们的 confirm email可能会被转到你邮箱的spam folder. 请注意查收。

2) 学费和上课时间

中文课 390全年; 文化课除一些特别课之外一般为\$230—\$300全年; 如果只注册半年, 学费为全年的 60%; CSL另收教材费\$40, 中文AP需要另收教材费 \$70; 手工课另收 \$20材料费。上课时间为周六下午 1:30pm to 5:00pm; 详情请见课程列表和学校校历。

3) 注册费和迟注册费 (Registration Fee and Late Registration Fee)

- 注册费为每个家庭 \$50。第一次注册已经办理之后, 再加注课程将视为再次注册, 需另付注册费。
- 截止6月2以前注册的免收注册费。
- 在6月2日以后7月31日之前注册的注册费将为 \$50。
- 7月31日之后网上注册因影响学校课程安排, 将加收 \$20迟注册费, 注册费将为\$70。

4) 学校管理费 (Administration Fee)

每个家庭每年 \$50, 半年 \$30, 用来cover华夏总校headcount fee, 学校各种活动的成本费等杂费。

5) 换班、退课和退学

- 开学前三周内可换班一次, 每次换班收费 \$20。开学第四周起不再换班。相同年级中文班之间不予换班。
- 办理退课须持注册收据。开学第二周下课前办理退课, 可退 100%学费。开学第三周起不再办理该学期退课, 只能办理下学期退课。开学后才注册的学生不能退学费。注册费, 管理费, 和教材费一律恕不退还。
- 春季注册时只能注册春季学期, 不能跨学年注册, 不能享受全年注册学费优惠。

6) 家长志愿者值班押金 (Parent Duty Deposit)

为了保障学校正常秩序, 按照家长轮流值班制度, 注册时收取\$50押金, 在家长完成值班后会退回押金。

To complete the registration, ALL students and guardians must READ the following statements and SIGN below. For youngsters (age 18 or under), their legal parent/guardian must sign for them.

Release of Liability Statement for 2018-2019 school year, September 2018 through June 2019:

1. In consideration of the activities at the Columbia Middle School, 345 Plainfield Ave Berkeley Heights, NJ, sponsored by Berkeley Heights Huaxia Chinese School, a nonprofit organization, it is understood and agreed that said School or its officials, teachers or volunteers will not be held responsible for any injury or accident sustained by the member of our party, or for the loss of or to any property belonging to a member of our party or anyone else.
2. In the course of conducting school activities, the school will be seeking media coverage and involvement that may include Web Site text and images, and possibly Newspapers and Television. The signature below indicates our consent that the photo, name, and school work of the member of our party may be included in the media as noted above.

School Information

Location Columbia Middle School 345 Plainfield Ave, Berkeley Heights, NJ 07922 (BHXCS uses classroom at Columbia Middle School) 78 W 高速 41号出口 1英里处, 交通便利

Email info@huaxiabh.org **website** www.huaxiabh.org