



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 Registration Guidelines

5/15/2018

1) Please go to <http://www.huaxiabh.org> (please be patient as the website might be slow at the very beginning)

Steps:

1 **Setup school Login account if you don't have one** -> 2 **Update family information** ->3 **Add student** -> 4 **Add/change courses** ->5 **Print Registration summary** ->6 **Date and Sign, make check payable to BH Huaxia**, mail to:

364 Springfield Ave #539, Berkeley Heights, NJ 07922

*** Or you can drop them off during the school hours on Saturday, do put the Login ID (your registered email) in the Memo of the check. * Failure to complete the payment as mentioned above in 2 weeks will void the registration in the system.**

You will get email confirmation once school has verified the receipt of your proper payment.

For account security purpose, you will get auto email confirmation to verify and activate your school account in 10 minutes. For first time users, you may need to check the Spam/Junk mail folder for the confirmation email, do move it to Inbox and add info@huaxiabh.org to safelist so you will get school email in future.

2) Tuition

Chinese Classes: \$390, Culture Classes, mostly range from \$230 to \$300; 60% of the full tuition if you register for one semester; CSL textbook fee \$40, Chinese AP textbook fee \$70; Art and Craft \$20 for supplies.

School hours: Saturday 1:30pm to 5:00pm; You will be updated for 2018-2019 school year course schedule and school calendar in Summer.

3) Registration Fee

- \$50 per family. (6/3 – 7/31)
- Waived for Early Bird registration by the end of 6/2/2018
- **Late Registration Fee \$20 after 7/31**

4) Administration Fee

\$50 per family, \$30 for half year registration. To cover school operational cost, events related miscellaneous fees.

5) Change classes, Registration Cancellation/Quit School

- \$20 for change of classes during the first 3 weeks. **No change of classes beginning the 4th week.** Changing within the same Grade of Chinese Classes (if the same Grade has more than one classes) is not allowed.
- 100% refund of Tuition Only during first 2 weeks of the school, Registration Fee, Administration Fee, Textbook Fee are non-refundable.

4) Deposit for Parent Duty

\$50 per family, refundable. You will get the refund check once finish the assigned one-time parent duty or any voluntary duty through the school year.

*** 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 (BHHXCS 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