



伯克利华夏中文学校

Berkeley Heights HuaXia Chinese School

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

Date: _____ PayPal Transaction ID/Zelle Pay email(if applicable)

| | |
|-------------------------|----------------|
| Login ID(Email address) | Contact person |
| Name on check | Phone number |
| Address | City/State/Zip |

| Student Name | Original Classes | New Classes | Tuition | % | Sub |
|---|------------------|-------------|---------|---|-----|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| Registration fee refund | | | | | |
| Management fee refund | | | | | |
| Book fee refund | | | | | |
| Administration fee charge of \$20 if applicable | | | | | |
| Total | | | | | |

Refund Policy

- In the first two weeks after classes begin, there will be a full refund.
- In the third week after classes begin, there will only be a 50% tuition refund, and \$20 will be deducted from the refund. In addition, there will be no registration fee, management fee, and book fee refunds.
- There will be no refunds after the third week after classes begin.
- **All refund check will be mailed to your home address above.**

Office Use only

| Received date | Approved By | Accountant | Paid date | Check# | Amount \$ |
|---------------|-------------|------------|-----------|--------|-----------|
| | | | | | |

Received By and Date: _____

学校地址/School Address: Columbia Middle School, 345 Plainfield Ave, Berkeley Heights, NJ 07922

通讯地址/Mailing Address: 364 Springfield Ave #539, Berkeley Heights, NJ 07922

www.huaxiabh.org

info@huaxiabh.org

908-312-0168