



# 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: \_\_\_\_\_

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 checks will be ready for pickup on October 8th at the school.

## 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