

聖地牙哥北郡中文學校學生退費申請表

SDCCA-North County Chinese School Tuition Refund Request Form

Family ID: _____

班級(Class Name) : _____

學生中文姓名 : _____
(Student's Chinese Name)

學生英文姓名 : _____
(Student's English Name)

電話(Telephone) : _____

家長中文姓名 : _____
(Guardian's Chinese Name)

家長英文姓名 : _____
(Guardian's English Name, for refund check purpose)

地址(郵寄退費支票用): _____

(Address for mailing the refund check. Please print.)

已上課週數(Number of weeks attended): _____

退費原因(Reason for Withdrawl): _____

家長簽名(Guardian's Signature) : _____ 日期(Date) : _____

該生退費後，還有其他兄弟姐妹在本校就讀嗎？

(After this withdrawal, is there any other sibling in this school?)

____沒有(No) ____有(Yes) 班級(Sibling's Class) 姓名(Sibling's Name)

已買禮卷金額:\$ _____ (How much Scrip was purchased?)

已退禮卷押金:\$ _____ (How much Scrip Deposit was refunded?)

已值勤次數: _____ 已退值勤費金額:\$ _____ (How much Parents Co op was refunded?)

老師簽名 : _____ 日期 : _____
(Signature of current teacher) (Date)

禮卷簽名 : _____ 日期 : _____
(Signature of Scrip Staff) (Date)

註冊簽名 : _____ 日期 : _____
(Signature of Registration Staff) (Date)

財務簽名 : _____ 日期 : _____
(Signature of Treasurer) (Date)

退費辦法：完成註冊手續後，凡辦理退費皆須扣手續費50

元。開學後每上課一週普通班、學前班及雙語班扣15元，
學分班扣20元，AP班扣30元。開學上課第五週以後(包
括第五週) 辦理退費者，全部費用恕不退還。

Refund Policy: Once registration is completed, \$50 process fee will
be charged on refund requests. An addition fee of \$15 per school
week will be deducted from tuition cost once school commences
on 08/27/2016. The fee will increase to \$20 per week for credit

class and \$30 per week for AP class. Refund requests will not be accepted on and after the 5th school week

Office Use Only	
註冊時已付金額(Amount Paid):	\$ _____
扣減下列費用(Deduct):	
手續費(Processing Fee):	\$50
會員費(Membership Fee):	\$15
(Non-refundable on and after 5th school week)	
禮券押金(Scrip Deposit):	\$ _____
家長服務費 (Parents Co Op)	\$ _____
學費(Tuition)	
普通班(Regular) \$ 15 x _____ 週 = \$ _____	
成人班(Adult) \$ 20 x _____ 週 = \$ _____	
學分班(Credit) \$ 20 x _____ 週 = \$ _____	
AP班(AP class) \$ 30 x _____ 週 = \$ _____	
退費金額(Refund amount):	\$ _____
退費支票號碼(Refund check number):	_____

Important Notices:

- * 暑假期間恕不辦理退費. Refund requests received during summer break will not be processed until the first week of school.
- * 退費處理需4-5周。Please allow 4-5 week to process your request.