



**HUAXIA CHINESE SCHOOL AT GREAT VALLEY**  
**P. O. Box 286**  
**Uwchlan, PA 19480**  
**Website: [www.hxgv.org](http://www.hxgv.org)**  
**Location: East High School of WCASD**

---

## **HXGV Registration Policy**

The following guidelines shall be followed during the process of class registration, transfer and withdrawal.

### **Registration Fee**

- One-time registration fee of \$20 per class and tuition payment are required for the whole school year, but class may be re-selected and the tuition may be adjusted in the first 2 weeks of the fall/spring semesters.
- Registration<sup>4</sup> fee may be waived if class registration is completed and full payment is processed (when paid by PayPal) or postmarked (when paid by check) on July 31<sup>st</sup> or earlier for fall semester.
- Registration<sup>4</sup> fee may be waived if class registration is completed and full payment is processed (when paid by PayPal) or postmarked (when paid by check) on December 31<sup>st</sup> or earlier for spring semester.
- Membership fee of \$10 per student is required for student insurance and HXCS headquarter dues.
- Due to unanticipated circumstances, if registration happens in the middle of the semester, the tuition may be prorated.

### **Class Transfer**

- Student may transfer from one class to another during the first two weeks (before the registered class start on the 3<sup>rd</sup> Sunday) of the same semester without incurring any additional charges.
- After the classes' start on the 3<sup>rd</sup> Sunday of the semester, students can only transfer classes with the recommendations of the teachers of the effected classes, or as a result of the changes or adjustments caused by the school. An approval of the Vice Principal of Registration is required for this type of transfers. Class size may be considered during approval process. The tuition will be adjusted based on the difference between the full payments of the affected classes.

### **Class Withdrawal**

- Withdrawal request submitted before the registered class start on the 3<sup>rd</sup> Sunday warrant a full tuition refund<sup>1</sup> without process fee. After the 3<sup>rd</sup> class starts, no refund will be issued for the withdrawn class for the ongoing semester.



- If a classes is cancelled due to unanticipated circumstances (determined by HXGV administrative committee), only unused portion of the tuition can be refunded. Refund checks are mailed to the parents at the end of the school.
- The registration fee and textbook purchase are not refundable.
- Refund checks will be mailed after the 6th week of the semester.

**Table 1: Refund for withdrawal**

<b>Timeline</b>	<b>Processing Fee</b>	<b>Registration Fee Refund</b>	<b>Membership Fee</b>	<b>Tuition Refund</b>
Before registered class starts on the 3rd Sunday	Not applicable	No	Yes (Fall semester only)	Full
After registered class starts on the 3 <sup>rd</sup> Sunday but before the class starts on the 3 <sup>rd</sup> week of spring semester	Not applicable	No	No	half
After the spring semester starts	Not applicable	No	No	No

### **School Right**

School reserves the rights to:

- Cancel a class under unanticipated circumstances. Students are encouraged to transfer to other classes. Full or prorated tuition will be refunded if a student chooses to withdraw.
- Act according to unanticipated circumstances upon approval of VP of registration without conflicting with guidelines.
- Take pictures/video of students/families participating in the Huaxia Chinese School’s academic and social activities, and post them on the school or other related website or publications.
- Cancel one single class due to unanticipated circumstances, such as teacher’s sick day or sick leave. Single class tuition will be refunded at the end of school year.



**HUAXIA CHINESE SCHOOL AT GREAT VALLEY**  
**P. O. Box 286**  
**Uwchlan, PA 19480**  
**Website: [www.hxgv.org](http://www.hxgv.org)**  
**Location: East High School of WCASD**

---

## **A Few Notes**

- Bounced Check - if a check is returned by bank for any reason, parents have to pay the penalty amount charged by the bank. This also applies to the student withdrawing from the school.
- Multi student discount: For fall registration, a registered family receives \$20 deduction on tuition for each additional student beyond the first registered student in the same family.
- The school will not charge more than \$60 registration fee to the same family no matter how many classes are registered.
- Seniors (60yr+) in HXGV families<sup>2</sup> can attend any HXGV class upon class availability<sup>3</sup> with tuition waver. Seniors are required to be in compliance with HXGV registration policy.
- It is mandatory that HXGV member(s) sign up for and fulfill parent-on-duty responsibilities at the school once every semester. Failure to do so will result up to \$50 fine per registered account.

<sup>1</sup>full tuition refund: full tuition refund of whole school year if before 3<sup>rd</sup> Sunday of Fall semester; full tuition refund of spring semester only if before 3<sup>rd</sup> Sunday of spring semester.

<sup>2</sup>HXGV families: one or more family members registered to HXGV classes or participated in volunteering work in HXGV.

<sup>3</sup>Class availability: Seniors can register any classes as long as the class does not reach its size limit and after regular paid students have enrolled.

<sup>4</sup>Registration is not complete until full payment is received.



**HUAXIA CHINESE SCHOOL AT GREAT VALLEY**  
**P. O. Box 286**  
**Uwchlan, PA 19480**  
**Website: [www.hxgv.org](http://www.hxgv.org)**  
**Location: East High School of WCASD**

**Appendix A: Fees for School Year 2012-13 or after**

Fee	Amount/Semester	Notes
Registration Fee	\$20 per class	Fall semester -- Waived if class registration is completed and full payment is received (by postmark if check is mailed) on July 31 or earlier. Spring semester-- Waived if class registration is completed and full payment is received (by postmark if check is mailed) December 31 <sup>st</sup> or earlier.
Membership fee	\$10/per student	Covers Huaxia membership and insurance cost. Non-refundable after completed 3 <sup>rd</sup> week of class