





**POLICY**

1. All students MUST complete registration to attend CSSJ classes. Requests to try out a class for one (1) class session can be arranged with the CSSJ administrators.
2. Students may not enroll in classes after the second day of class unless permission is obtained from the instructor.
3. Registration will be canceled if the tuition and fees are not paid within one (1) week after the close of registration. If a check is returned due to insufficient funds, repayment of tuition and fees along with associated bank charges and penalties will be due in full within one (1) week of notice issued by CSSJ administrators.
4. Registered students may change language classes within the first two Sundays of the semester with approval from both teachers. Students may change culture classes at any time during the semester with approval from both teachers. Parents/students must fill out the add/drop form, obtain signatures from both teachers, then submit the form to the registration desk to finalize the class change.
5. **A late fee of \$20 will be charged for any student who registers or makes full payment after the designated registration period. The late fee is in addition to the \$20 registration fee.**
6. Withdrawal and return policy:
  - a) A withdrawal form must be completed and submitted to CSSJ administrators.
  - b) 100% tuition will be refunded for withdrawal forms submitted before the second class ends.
  - c) 50% tuition will be refunded for withdrawal forms submitted before the fourth class ends.
  - d) No tuition will be refunded after the fourth class ends.
  - e) Registration fee and late fee are nonrefundable.
  - f) Class materials fee of \$20 per child cannot be refunded once textbooks are received.

**AGREEMENT**

1. I understand that, from time to time, there will be pictures and/or videos of me, my family or my child(ren) taken during school or school related activities. I hereby agree that CSSJ has my permission to display these images on its website, brochures, publications and other media formats as they deem fit. I understand that I may waive out of this stipulation by submitting the waiver in writing to CSSJ administrators.
2. I have read and understood the above Registration Policy. This policy may be modified, amended or changed at any time by the school administration without notification.

**For parents only:**

3. I agree to send my child(ren) to school before the class starts and pick up my child(ren) promptly after their last class ends. I understand that if I fail to pick up my child(ren) by 5:00 pm, I will be required to pay **\$25 for each 15 minutes past the pick-up time** to help cover the additional facility fee charged by the Cherry Hill School District.
4. I understand that delinquency and disruptive behavior will not be tolerated at CSSJ and I will be notified by school administration if my child(ren) displays such behavior. I agree that my child(ren) may be expelled if such behavior continues after I have been notified.
5. I will not hold the Chinese School of South Jersey (CSSJ), Carusi Middle School or any of their personnel, members, volunteers or associates responsible or liable for injuries, accidents, illnesses or lost items during school hours and other school related activities. In case of a medical emergency, CSSJ has my permission to obtain emergency treatment, as they see fit, for my child(ren) until I can be contacted.
6. I understand and agree that I have the obligation to volunteer each semester for Parent Duty or forfeit my \$30 deposit. To qualify for a deposit refund, Parent Duty volunteers must **sign in promptly** with the volunteer coordinator at **1:30 pm** when the school opens and **sign out** no earlier than **5:00 pm**. **Signing in after 1:40 pm will result in forfeiting the \$30 deposit unless a makeup date (if available) is arranged with the Parent Duty Director.**

_____ Parent initials
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\_\_\_\_\_  
PRINT Full Name of Parent or Adult Student

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SIGNATURE of Parent or Adult Student

\_\_\_\_\_  
Date