

爾灣中文學校 2009/2010 退學退費申請表

Irvine Chinese School 2009/2010 Registration Refund Request Form

家庭代號 Family ID		開學日期 School Start Date	
申請家長 Parent Name		聯絡電話 Phone #	
事由 Description			
郵寄退費地址 Mailing Address			

	學生姓名 Student Name	班級 Class	選課 Elective	材料費 Material Fee
(1)				\$
(2)				\$
(3)				\$

退費計算 Refund worksheet:

項目 Items	繳費 Paid	退費 Refund	說明 Remark
教育費用 Allocated Educational Expenses	\$	\$	
材料費 Class Material Fee	\$	\$	不退費 Not Refundable
註冊費 Registration Fee	\$	\$	不退費 Not Refundable
開學後註冊加收 Register after school started	\$	\$	不退費 Not Refundable
家長會會費 PTA Due	\$	\$	Not Refundable after 9/21/09
文化協會會費 SCCCA Membership	\$	\$	Not Refundable after 9/21/09
溢收費用 Over Payments	\$	\$	
退費總計 Total Refund:		\$	

※家長服務保證金退費(由家長會另辦) Service Deposit to be processed by PTO: \$

PTO支票號碼 Check No.:

※學費退費百分比/Educational Expense Refund %	
Apply before Sep. 19, 2009	100%
Apply before Oct. 23, 2009	75%
Apply before Nov. 23, 2009	50%
after Nov. 23, 2009	0%

※退費記錄 Refund Record	
支票號碼 Check No.:	
支票日期 Check Date:	
支票抬頭 Issued To:	
支票金額 Check Amount:	\$

家長簽名 Parent's Signature		日期 Date	
註冊主任 Director of Registration		日期 Date	
財務主任 Director of Finance		日期 Date	

- 附註: (1) 有關家長服務保證金退費手續及細節, 請向家長會直接洽辦。
Notes: Please contact PTA for details in regard to the procedure of refunding parent service deposits.
- (2) 對學校註冊退費各項規定如有疑問, 請參閱學生手冊退費須知。
For more information on registration refunds, please refer to the subject in Student Handbook.
- (3) 申請退學所退費用, 將於一個月內, 由學校及家長會分別郵寄申請人指定之地址。
The refund checks will be mailed to the applicant by the school and PTA within a month after the refund request is received.