

Irvine Chinese School 2017-2018 Enrollment

1. Registration

1) **Registration dates:**

05/03/2017, 05/06/2017, 05/07/2017

05/10/2017, 05/13/2017, 05/14/2017

05/17/2017, 05/20/2017, 05/21/2017

Wednesdays Time: 3:00pm – 5:30pm

Saturdays and Sundays Time: 9:30am – 11:30am and 1:30pm – 3:30pm

2) **Summer open registration dates:**

06/10/2017, 06/17/2017, 06/24/2017

07/15/2017, 07/22/2017, 07/29/2017 & 08/05/2017

Time: 9:30am – 11:30am and 1:30pm – 3:30pm

3) Register for upcoming Kindergarten or first graders, please bring student's birth certificate or passport for validation; Kindergarten must be five years old by 9/01/2017, First grader must be six years old by 9/01/2017

4) Transfer Students: all students (Grade 1 above) will need to be evaluated by Curriculum Department.

2. Registration Procedures

1) In order to simplify the registration procedures, the school will be collecting the service deposit for the next school year during enrollment time. As for the service deposit earned for the current year, the school will refund the accumulative total by mail after the end of the school year; therefore, please make sure your current address is correct in the Sycamore system.

2) **The service deposit check only valid for 6 months from check date. If you have any inquires regarding your service point deposit refund, please email to servicepoint@scca.org**

3) Students, who wish to transfer to another class or time, please submit a request form from Curriculum Department for level evaluation approval. (**Changing of classes must be done through the school office and NOT through with the teacher**).

4) After first date of class, school will charge \$20 each time for changing class except teacher recommends to change the class

5) The school reserves the right to cancel any language or elective class that has less than 10 students enrolled.

6) SAT II Chinese Preparation elective class is limited to students who are enrolling in American High school 9th grade and up.

- 7) School offers Wednesday afternoon, Saturday morning/afternoon, and Sunday morning/afternoon Chinese classes. Elective classes are only for Sunday sessions. If the class is full, you may request to put your name on a waiting list.
- 8) If anyone is interested enrolling in 2017/2018 Extra Elective Classes, the fee is \$250.00 per class per year for ICS current students; \$350.00 per class per year for non-current students. Please make check payable to SCCCA
- 9) Students are going for ICS high school level requires to take a high school placement test. Please go to the office to find out the testing dates.
- 10) The school **will not be** ordering the textbook “聽說讀寫 **Integrated Chinese**” for students who are in high school division (Chinese I to Chinese IV). School will provide the workbook for students. Need more information for purchasing textbook please contact Curriculum Department
- 11) All high school students from 9th through 12th graders are eligible for our **Extra Credit class**. Please obtain an "Application and Authorization for Private Instruction Credit for Foreign Language" from your high school and get the signature from your ICS language teacher. And, please complete the application for \$300 registration fee in the office. This class requires 4 hours in-class instruction (including two hours Chinese Language, one hour elective, one hour extra credit class, and one hour on-line class). Students will receive 5 Credits for completing all the assignments in one semester.
- 12) **School will be collected an additional \$ 20.00 material fee for the following elective classes (Chinese Painting, Chinese Calligraphy, Chinese Beading, Chinese Art and Craft and Introduction to Cartoon)**

3. First day of School:

Wednesday session: August 23, 2017

Saturday session: August 26, 2017

Sunday session: August 27, 2017

4. Fee Schedule

Sunday Class - 3 hours Chinese School program			
Number of Students	1	2	3
Registration Fee	\$35.00	\$0.00	\$0.00
Tuition for K – 2 nd grade \$490 (3 hours language classes for 34 weeks) & material fee 35.00	\$525.00	\$525.00	\$525.00
Tuition for 3 rd grade & up \$ 490 ((2 hours language classes + 1 hours elective class for 34 weeks) & material fee \$35.00	\$575.00	\$575.00	\$575.00
ICS High School Extra Credit program	\$300.00 per student		
ICS Second Elective Class for current student	\$250 per class		
ICS Second Elective Class for non-current student	\$350 per class		
Saturday/Wednesday Class - 3 hours Chinese School program			
Number of Students	1	2	3
Registration Fee	\$35.00	\$0.00	\$0.00

Tuition \$490 (3 hours language classes for 34 weeks) & material fee \$35.00	\$525.00	\$525.00	\$525.00
ICS High School Extra Credit program	\$300.00 per student		

5. Service Point Deposit

Service Deposit			
(** Starting 2014-2015 school years, we will collect Service Deposit Fee during the enrollment. Service deposit Credit will be refunded to the family during summer time depending on the service point that you have earned)			
No. of Students	1	2	3 AND UP
Service Deposit per Family	\$100.00	\$150.00	\$150.00

6. Refund and Withdrawal Procedures:

- 1) Should you decide to withdraw the class; the refund can be made by contacting the Registration Department and filling out the Registration Refund Request Form given by Registration Department. Please note **the Registration fee is not refundable**

Tuition Refund	Full Refund	75% Refund	50% Refund	No Refund
Withdrawal Date	On or Before 08/29/17	On or Before 09/26/17	On or Before 10/24/17	After 10/24/17

Elective Class Refund	Full Refund	75% Refund	50% Refund	No Refund
Withdrawal Date	On or Before 09/16/17	On or Before 10/01/17	On or Before 10/24/17	After 10/24/17

- 2) Material/Supply refund policy

- a. Within first month of school day (**08/23/2017-09/27/2017**),

- 1) There is no refund for any textbook that has been written in, soiled or damaged in any way.
- 2) Student has not received textbook or textbook has not been written in, soiled or damaged in any way. School will refund \$35, but student needs to return the textbook.

- b. One month after first day of school (after 9/27/2017), no refund for Material /supply fee. Student can keep the material/supply.

- 3) **For Elective Enrichment class, Extra Credit program, AP Chinese program refund policy: 75% refundable within one month from registration date otherwise is non-refundable.**

*For further inquiries related to Registration and Enrollment, please contact by email: reg@sccca.org

** School reserves the right to make any necessary decision.

Thank you for your cooperation.

Irvine Chinese School



Reporting Absences:

When a student is absent, the parent or legal guardian should contact his/her teacher for the excused absences.

- If a student is absent for more than three sessions (weeks), a doctor's note is required.

Unexcused Absences:

- Absences for more than three sessions (weeks) without a doctor's note is considered unexcused.
- If a student leaves campus without teacher's permission at any time, it is unexcused.
- The following absences will not be excused if:
 - The student stops attending class before the change of schedule procedure has been completed.
 - The student does not receive permission from school office to attend another class.
- If a student is absent for more than ten sessions (weeks) without a doctor's note it will result in automatic withdraw from school with an incomplete grade.