



# 匹茲堡中文學校 Pittsburgh Chinese School

www.pittsburgh-chinese-school.org

## Enrollment Policies

Amended in April 2023

All students must register officially with the Registrar by following the Pittsburgh Chinese School (PCS) Enrollment Policies specified below.

- A student cannot participate in a class without registration unless PCS grants the student special permission. PCS may remove a student from his/her registered class if the student fails to pay tuition and registration fee in time.
- Registration form with signature as well as agreement to other required registration documents such as the Accident Liability Waiver and the Parent Guard Service Commitment must be submitted with the payment of tuition and registration fee in checks, money orders, Paypal, or other means of payment allowed by PCS. PCS may issue discount to tuition or registration fee to students in certain circumstances at its discretion.
- All courses last an entire school year, beginning in the Fall semester and ending at the end of the Spring semester. However, students must register for each semester. Students can only change courses on or before the second class in the Fall semester. Students may change Culture classes at registration for the Spring semester on a first-come-first-serve basis. PCS reserves its right to deny a request to change courses.
- Previously enrolled students have priority over new students for registration of classes. Students will be put on a waiting list if the desired class is full and the admission will be on a first-come-first-serve basis.
- Registration may be closed per the Principal's assessment and decision at any time after a semester starts. Absent special permission from PCS, the minimum age to register for Kindergarten I is four, and the minimum age to register for Kindergarten II is five.
- PCS reserves its right to cancel any courses. In the event a class is cancelled during a semester, students in that class can choose to move to another class, or withdraw the registration of the semester and get full refund of both the tuition and the registration fee for the semester.

- **Refund Policy**

Time	Tuition	Registration Fee
Withdrawal on or before 2 <sup>nd</sup> class	100% refund	No refund
Withdrawal on or before 3 <sup>rd</sup> class	80% refund	No refund
Withdrawal on or before 4 <sup>th</sup> class	60% refund	No refund
Withdrawal after 4 <sup>th</sup> class	No refund	No refund

- Parent Guard service will be required for at least one 3-hour afternoon per family per semester. A service fee (\$50/service day) will be applied if the required service is not fulfilled. Please refer to the General Guidelines for PCS Parent Guards for details.
- To help PCS communicate promptly with the parents regarding our enrolled students and school related matters, a parent or guardian's email address is required on the Registration Form. The parent



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or guardian must request in writing before submitting the Registration Form if any other communication means is preferred, and PCS reserves its right not to accommodate such a request.