

Castro Valley Chinese School
(A division of Multicultural Education Research Center)

After-School Chinese Language Enrichment Program (ACLEP) 課後中文班

location: Jensen Ranch Elementary School, Library,
 20001 Carson Lane, Castro Valley, CA 94552

Mailing Address: MERC P.O. Box 483, Hayward, CA 94543 Tel: 510-881-9995

Fall Session 10/6/2015 - 2/2/2016 Registration Form

- Please PRINT the following information clearly in English, unless specified.
- Please SIGN on the back of this form.
- Please RETURN the form to MERC office along with your tuition payment. (Check only)

Class	Level	Age	Days	Time
B01	Level 1 - Beginning Chinese A	5-7	Tuesday	2:50p.m. to 4:30p.m.

Name of Child 1: (English) _____ (Chinese, if any): _____
 Birth Date: ____/____/____ Sex: _____ Name of Elementary School: _____
 Class selection: B01 B02

Name of Child 2: (English) _____ (Chinese, if any): _____
 Birth Date: ____/____/____ Sex: _____ Name of Elementary School: _____
 Class selection: B01 B02

Address: _____ Phone: (____) _____

City: _____ State: _____ Zip: _____ E-Mail: _____

Father/Guardian Name: _____ Tel: (____) _____ (work/cell)
 Mother/Guardian Name: _____ Tel: (____) _____ (work/cell)
 Parent Email Address 1: _____ 2: _____

Emergency contact:
 Name: _____ Tel: (____) _____ Relationship: _____
 Doctor: _____ Tel: (____) _____

Continue on the other side.....

- Tuition:**
- Each class lasts one and a half hours and meets once a week for 15 weeks each session.
 - The application fee is \$25.00 per family, per session.
 - Tuition is \$400.00 per student, per session. The second child will have a \$20 discount of the tuition fee.
 - Class material fee is \$25 per student.

- Registration :**
- The registration form must be completed and signed, and the payment must be included before it can be processed.
 - Registration **BY MAIL** or **IN PERSON** only, phone or fax registration will **NOT** be accepted.

Please make the check payable to MERC
Mailing address: MERC, P.O.Box 483, Hayward, CA 94543 Tel: 510-881-9995

- Space is limited and is on a “first come, first serve” basis. *Early registration is encouraged.*

- Payment:**
- A full payment for the tuition and fees are due at the time of registration in the beginning of each session.

- Be sure to write the student name on your check.

Refund Policies:

- Withdrawing before the session starts:
The tuition and material fee will be fully refunded. The application fee is non-refundable.
- Withdrawing after the session starts:
Refund 50% of the tuition and material fee paid if withdrawing from the class within two weeks after session starts.
- No refunds will be issued if withdrawing from the class two weeks after school starts.
- A refund request form needs to be filled up for any refund to be processed.

Absences and Pick-up rules:

- No refund, no credit, and no make-up for missed classes, unless classes are canceled by MERC.
- Students must be picked up promptly at the end of each class. The school is not responsible or reliable for the safety of your children after the class time is concluded.
- Sign out is required. A late charge of \$1.00 per minute will be applied starting at 4:35 p.m.

Application Fee \$25.00 x _____ child(ren)=\$ _____ Tuition \$400.00 x _____ child(ren)=\$ _____ Material fee \$25 x _____ child(ren)=\$ _____ Total Amount Paid \$ _____	OFFICE USE ONLY: Check received by: _____ Check no. _____ Amount: \$ _____ Check Received Date: _____ / _____ / _____
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We, as parents/guardians, agree that we have read and understood the above policy and detail registration information, and agree to all of the MERC operating policies and procedures as described therein.

We, as parents/guardians of the student applicant, give the permission to MERC for my child _____ to receive emergency medical treatment. It is understood that every attempt will be made to contact the people listed in the registration form before taking this action.

Parent/Guardian's Signature: _____ Relationship: _____

Date: _____ / _____ / _____