

Cupertino Chinese School 2018-2019 Student Registration Guide

P.O. Box 502 Cupertino, CA 95015-0502
www.cupertinoocs.org E-mail: cupertinoocs@yahoo.com

Please read this enrollment guide carefully. Current students need to enroll within the designated priority time period for the following school year. After the priority enrolling period, all applicants will be treated as new students. Please register online and bring the application form with proper fees to school to complete the registration.

◆ Enrollment procedures

1. Please fill out one registration form per student. Parent or guardian needs to sign the application form and the waiver form.
2. Please make the check payable to “Cupertino Chinese School”. One check per student.
3. The school reserves the right to cancel a class under the condition but not limited to lack of students or facility. However, tuition fee will be returned in full.
4. Each class is about 20 students except for higher grade levels.
5. School notice will be sent out by the end of August. Assigned class and classroom will be indicated on the notice.

Returning Students Registration – 1/26/2018 to 3/16/2018

1. Current student is defined to whoever is enrolled during the 2017-2018 school year.
2. Those who have violated the rules and regulations in the Student Handbook will not be allowed to register for the following school year.
3. New student and sibling of a current student can register at the same time during this period.

New Student Registration – 1/26/2018

1. All new students required to register online at www.cupertinoocs.org.
2. To enroll in the beginner class, please bring student’s birth certificate or passport for age verification. A child needs to be four years of age by September 1st to enroll in the beginner class.
3. Students who plan to enroll in the first grade and above are required to take an assessment test for proper placement.

◆ Fees, Location and Schedule

1. Tuition: **\$490**. (Registered and paid on or before **3/16/2018**.) Tuition after **3/16/2018** - **\$580** (*Children of Cupertino Chinese School teachers are entitled to a 20% discount.)
2. Class fee of \$30 will be collected at time of registration. The class fee will be given to class representative for various purposes. At the end of school year, if any balance shall be returned to parents by the class representative.
3. Material Fee: \$25 for Han Yu Pin Yin classes and \$25 for 9th to 12th grade Traditional Chinese classes will also be collected.
4. Monta Vista High School: Friday evening 7:00-8:50pm

◆ Class transfer and procedure to withdrawal

1. Class transfer is not allowed within the same grade level. However, when situation calls for such transfer, the transfer shall be agreed upon by the teacher, registrar, and instructional director. The transfer shall take place during the first three weeks of a new school year.
2. Transfer to different grade levels shall be granted upon approval by the teacher, registrar and instructional director and shall take place during the first three weeks of a new school year.
3. Any withdrawal from school should be made in writing. A refund will be issued when a withdrawal is made before the first day of school. However, a \$30 withdrawal processing fee will be charged. After the third week of the school, a written withdrawal request should be made to the registrar and there will be no refund.
4. The forms to transfer or withdraw can be obtained from the registrar office.
5. Please allow 4-6 weeks of processing time for the refund.

◆ Responsibilities of Parents

1. Our school is a non-profit organization; all administration staff members are volunteers in hope to provide the best possible environment for our community to learn Chinese language and culture.
2. Parents are required to help out with school activities and maintain traffic order and facility safety on the campus. Various tasks can be assigned by school staff, class representatives or teachers.
3. If parents cannot share the assigned tasks, a fee of \$160/student is required in lieu of such service.

If you have any further questions, please contact the office : (408) 87-Go CCS or (408) 874-6227