

Happy Valley Chinese School Registration Instruction 2016 Spring Semester

1. Registration Requirement:

- For kindergarten class, the students must be born on or before 8/31/2011
- For CSL and 1st grade class, the students must be born on or before 8/31/2010.
- For transferred students, please contact the Principal. The student will be assigned to a proper class after assessment.

2. Class Change, Withdraw and Try-out

- Class changes are allowed during the first two weeks of each semester depending on class space availability. Students must obtain permission from the Principal.
- A student can withdraw from the class at anytime during the semester. But tuition is refundable only if you withdraw and inform school within 2 weeks after the semester starts. The registration fee is not refundable.
- Free Try-Out is for new students who intend to take the class. The new student may sit in any class and try out without charge for one week only with permission from the Principal.

3. Tuition

- \$80/semester for 1 hr/week, \$130/semester for 2 hrs/week, \$180/semester for 3hrs/week and \$220/semester for 4 hrs/week. New students who takes Chinese classes will be charged an extra \$10 for the text books if they are needed. Dance class has an extra \$10 due to custom and extra practice.
- "Student Discount" (20% off the tuition) applies to the students whose both parents are Penn State students or one parent is Penn State student and the other is F2 spouse.
- "HVCS Staff Discount"(20% off the tuition) applies to the students whose parent works for HVCS.
- "Sibling discount" (\$10 discount each except the first child) apply to the family who has more than one kid attending the HVCS.

4. Registration

Online registration starts on Nov. 11th. The onsite registration will be at 1-5PM on Nov. 15th, Nov. 22nd and Dec. 6th at South Hills School.

- a) If you finish **online registration** and paying tuition by Dec. 6th, the registration fee will be waived.
- b) Any registration on or after the 7th week of school, need to pay registration fee and half of the tuition amount.

5. Chinese School reserves the right to cancel a class due to low enrollment or difficulties with staffing. The related fees except the registration fee will be refunded if there is a cancellation.

6. If a student's behavior hinders the normal process of the class, the student will be sent to the principal office. The HVCS reserves the right to refuse the student's attendance in the HVCS if there is no improvement of the situation after three times communications between the HVCS officials and the parents. There will be NO refund in this case.

If you have any questions, please contact school via Tel: 814-777-8458,
Email: hvcsprincipal@gmail.com or info@happyvalleychineseschool.org