

2016-2017 Twin Cities Chinese Language School (TCCLS) Registration Form

===== **Section A: To Be Filled Out by New Student(s) or Make Changes** =====

Parent /Guardian / Adult Student Name(s) _____
 Name(s) in Chinese _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone: (cell) _____ (home) _____
 Email: _____
 Were you referred to TCCLS by someone? If yes, who _____

===== **Section B: To Be Filled Out by New and Current Student(s)** =====

Student Information: (For 2015-2016 school year, a student must be born before Sept. 1, 2011 to be considered for enrollment.)

Student Name (English / Chinese)	Age	Birth Date	Class	Tuition
Donation:				
(Payment method: Cash or check # _____ payable to TCCLS)				Total:

Tuition: For each semester, Adult tuition is \$260. \$240 for the first child in a family, and \$220 for the rest of child(ren) in the same family. (all class materials are included).

Late Fee and Refund Policy: A \$10 service fee will be charged if you register after the second week of the semester. If you cancel during or before the third week of the semester, 50% of tuition will be refunded and 0% thereafter.

**** Agreement ****

- I understand that TCCLS will take necessary measures for the safety of my child during school hours and related recreation programs and activities. In the event that my child should become ill or injured while in school, I authorize the school officials or the parents on duty to administer first aid and/or take my child to a physician or nearby hospital for emergency treatment if it appears necessary and neither parents nor guardian can be reached.
- I will not hold the school staff or the Board of Directors responsible in case of any accidents and I will be responsible for the charges incurred in case of medical emergency.
- To the best of my knowledge, my child has no medical condition that may interfere with his/her participation in the school program.
- I understand that there is **\$1 per minute** charge after 11:35 AM if I don't pick my child(ren) up.
- Do not rearrange/remove furniture and belongings in the classroom without the teacher's permission.
- Students cannot enter/stay in the classroom alone before 9:05am or after 11:25 am unless they are accompanied by a teacher or parent.
- I hereby release all pictures of my child taken by the TCCLS for promotional purposes and programming materials including TCCLS web site.
- TCCLS reserves the right to decline any registration request and discharge students who exhibit inappropriate behaviors or cause issues for school.

Parent/Guardian/Adult Student Signature: _____ **Date:** _____

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Tuition Receipt and Registration Receipts (Please return Registration Receipt(s) to the classroom teacher(s).)

Twin Cities Chinese Language School (TCCLS) ** Tuition Receipt ** Date: Student Name(s) Tuition Amount: Signed by TCCLS official:	Student Name (English / Chinese)	Student Name (English / Chinese)	Student Name (English / Chinese)
	Class 2016 – 2017 Fall / Spring	Class 2016 – 2017 Fall / Spring	Class 2016 – 2017 Fall / Spring
	Emergency Contact Number (if new or make changes)	Emergency Contact Number (if new or make changes)	Emergency Contact Number (if new or make changes)