



# 匹茲堡中文學校 Pittsburgh Chinese School

www.pittsburgh-chinese-school.org

## Enrollment Policies

All students must register officially with the Registrar by following the PCS Registration Policies specified below.

- If a student is not officially enrolled in a course, no one will receive any permission to just "sit in" in the class except for the first-time new student in the first three weeks of a semester.
- Fully executed and signed Registration form with agreements of other required documents such as the Accident Liability Waiver and the Parent Guard Service Commitment must be submitted with the tuition and registration fee in checks or money order. Registration fee for current students will be reduced if the registration occurs before or on the pre-announced effective discount date. Registration for new students enjoys the same discounted registration fee during the registration period open to the public. Postmarks will be referred to if registration packet is mailed.
- All courses last an entire school year, beginning in the Fall term and ending at the end of the Spring term. However, students must register for each semester. Students can only change courses before the second class after the Fall term starts; per enrollment records and the Principal's decision, students may switch to another Culture class at registration for the Spring semester on a first-come-first-serve basis.
- Registration is first open to the current students, followed by registration open to new students. New students for the Spring semester will be put on the Waiting List if the class is full and the admission will be on a first-come-first-serve basis. Should a current student miss the deadline for the priority registration, he or she will be put on the Waiting List and re-admission into the same courses will be on a first-come-first-serve basis like a new student.
- Registration may be closed per the Principal's assessment and decision at any time after school opens. For students entering Kindergarten I, the minimum age at registration for them should be already passing the 4<sup>th</sup> birthday. For students entering Kindergarten II, the minimum age should be already passing the 5<sup>th</sup> birthday.
- PCS reserves the right to cancel any courses per the Principal's assessment and decision. In the case of course cancellation by the school for the specific semester, students in that class can choose to move to another class, or drop the registration. If drop the registration, both the tuition and the registration fee will be fully refunded.
- Refund Policy

Time	PCS Tuition	PCS Registration Fee	Adult Class
Withdrawal no fewer than 5 business days before the 1st class	100% refund	No Refund	100% refund
Withdrawal before the 2nd class	100% refund	No Refund	80% refund
Withdrawal before & on the 3 <sup>rd</sup> class day	60% refund	No refund	60% refund
Withdrawal after the 3 <sup>rd</sup> class	No refund	No refund	No refund

- Parent Guard service will be required for a 3-hour afternoon per family per semester. A service fee (\$20/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. In absence of a working email address, it is the parent's obligation to indicate as such on the Registration Form.