

爾灣中文學校 201 /201 退學退費申請表

Irvine Chinese School 2011 /2012 Registration Refund Request Form

家庭代號 Family ID		開學日期 School Start Date	
申請家長 Parent Name		聯絡電話 Phone #	
退學事由 Description			
郵寄退費地址 Mailing Address			

	學生姓名 Student Name	班級 Class	選課 Elective	材料費 Material Fee
(1)				\$
(2)				\$
(3)				\$

退費計算 Refund worksheet:

項目 Items	繳費 Paid	退費 Refund	說明 Remark
教育費用 Allocated Educational Expenses	\$	\$	
材料費 Class Material Fee	\$	\$	
註冊費 Registration Fee	\$	\$	不退費 Not Refundable
家長會會費 PTO Due	\$	\$	Not Refundable after 2 weeks
文化協會會費 SCCCA Membership	\$	\$	Not Refundable after 2 weeks
溢收費用 Over Payments	\$	\$	
退費總計 Total Refund:		\$	

※家長服務保證金退費(由家長會另辦)Service Deposit to be processed by PTO:

	\$
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PTO支票號碼 Check No.:	
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※學費退費百分比/Educational Expense Refund %

- 100% Apply within 1st week after school starts
- 75% Apply within 1 month after school starts
- 50% Apply within 2 months after school starts
- 0% Apply 2 months after school starts

※ 退費記錄 Refund Record

支票號碼 Check No.:	
支票日期 Check Date:	
支票抬頭 Issued To:	
支票金額 Check Amount: \$	

家長簽名 Parent's Signature		日期 Date	
註冊主任 Director of Registration		日期 Date	
財務主任 Director of Finance		日期 Date	

附註： (1) 有關家長服務保證金退費手續及細節，請向家長會直接洽辦。

Notes: Please contact PTO for details in regard to the procedure of refunding parent service deposits.

(2) 對學校註冊退費各項規定如有疑問，請參閱學生手冊退費須知。

For more information on registration refunds, please refer to the subject in Student Handbook.

(3) 申請退學所退費用，將於一個月內(暑假除外)，由學校及家長會分別郵寄申請人指定之地址。

The refund checks will be mailed to the applicant by the school and PTO within a month (except summer) after therefund request is received.