

- A) Twenty dollars registration fee is waived if payment is received by May 14, 2022.
Registration fee of \$20 will apply starting on May 15, 2022.
Starting from the 4th week of each semester, a late fee of \$40 will be charged for all unregistered students except new students.
- B) Refund Policy:
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| By the first day of class | 95% |
| Within first 4 weeks of class start date | 75% |
| No refund after 9/18/2022 | 0% |
- C) Discount Policy:
- Family discount for Chinese classes only: The 2nd and 3rd member from the same family will receive \$10 discount. The 4th member from the same family will receive 50% tuition discount.
 - Teacher and staff discounts (50%) are for Chinese classes only.
- D) Referral Policy:
- Please refer a family to the Institute of Chinese Culture (ICC). If the family completes the enrollment for two consecutive semesters, you will receive a \$50 referral credit, as our way of saying thank you for your trust and confidence.
 - New family must write a referral name on the registration form.
 - The referrer must have a student currently enrolled at ICC or is a current ICC faculty or staff.
 - Referral bonus is a flat amount regardless of the number of students who is enrolled in each family.
- E) Free trial class is limited to one session per student.
- F) ICC reserves the right to cancel a class if enrollment is less than four students.
- G) There is no make-up class if the class is cancelled due to weather condition.
- H) Cancelling class and refund is subject to review on a case by case basis.
- I) By signing this document and registering for classes, you acknowledge that ICC has the permission to release media of your child, i.e., photos, videos, etc.

I, as a parent, agree to accept the policies, rules, and regulations of the Institute of Chinese Culture.

I understand that the student's disregard of the rules and regulations may be deemed sufficient cause for termination of enrollment at the sole discretion of the Institute of Chinese Culture without tuition refund.

I hereby release, waive, discharge, and agree to a covenant not to sue the Institute of Chinese Culture, its officers, employees, and agents from liability for any and all claims, including the negligence of the Institute of Chinese Culture, its officers, employees, and agents resulting in personal injury, accidents or illnesses (including death), and property loss arising from, but not limited to, participation in the school activities.

I hereby agree to reimburse (replacement cost) for any damage to any property of the Institute of Chinese Culture caused by the student.

I, as a parent, will monitor my child's homework and weekly quiz.

身為家長，我會督導子女做家庭作業和考前複習。

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| <input type="checkbox"/> 我願意加入學校志工活動 | I would like to be a volunteer and help PTO on Saturdays |
| Please contact me by | I will be available |
| <input type="checkbox"/> E-mail | <input type="checkbox"/> 09:30 - 11:30 |
| <input type="checkbox"/> Text w/ cell phone | <input type="checkbox"/> 10:00 - 12:00 |
| <input type="checkbox"/> Home phone | <input type="checkbox"/> 10:30 - 12:30 |

Signature: _____ Date: _____

It is the policy of Institute of Chinese Culture to provide equal membership, employment, and service opportunities to all eligible persons regardless of color, national origin, race, religion, citizenship, age, sex, marital status, parental status, handicap, sexual orientation, gender identity, creed, ancestry, gender expression, membership in any labor organization, political ideology/affiliation; and, for employment only, height, weight, and record of arrest without conviction, disability of an otherwise qualified individual, or any other legally protected basis, to the fullest extent.

This policy applies to employment, internal promotions, training, opportunities for advancement, terminations, and relationships with outside vendors.