



Sun Ray Chinese School (www.sunraychinese.org)

ENROLLMENT REGISTRATION FORM

Sunday Class Schedule	Fall 8/26/2018 – 12/09/2018 (NO CLASS ON 9/02,11/18,11/25) Spring 1/13/2019 – 5/05/2019 (NO CLASS ON 2/10, 3/10, 3/17,4/21) ***Sunday school New Location: Barbara Bush Middle School, 515 Cowboys Pkwy, Irving, TX 75063
Saturday Class Schedule	Fall 8/25/2018 – 12/08/2018 (NO CLASS ON 9/1, 11/17, 11/24) Spring 1/12/2019 – 5/04/2019 (NO CLASS ON 2/09, 3/09, 3/16, 4/20) ***Saturday school Location: Learning Centre, 1017 Clint Street, Carrollton, TX 75006

Thank you for choosing Sun Ray Chinese School for your child! Sun Ray School is a non-profit organization that promotes higher education through our academic courses, which provide students with the opportunity to learn and broaden their knowledge. Our academic philosophy and techniques promote joy in learning while encouraging students to reach their development potential through our scholastic programs and volunteer community service opportunities. The offered programs are Chinese culture and Mandarin language, Math, English, SAT, Speech, Writing, other electives, and competitions. Should you have any questions, please don't hesitate to contact us. Thank you for considering our school and we look forward to enriching your family's educational development.

CONTACT INFORMATION:

Principal: Zin Fan	principal@sunraychinese.org Cell: 972-365-1895 (Please ONLY text for inquiries)
Assistant Principal: Shu-Hui Ko	carrollton@sunraychinese.org Cell: 972-357-4840 (Please ONLY text for inquiries)
Website	www.sunraychinese.org
Mailing Address	Sun Ray Chinese School 1017 Clint Street Carrollton, TX 75006

Please carefully read over our Sun Ray Chinese School's Policies & Guidelines and the enrollment package containing all the necessary forms that should be completed in full and submitted with the appropriate enrollment/registration fees.

TUITION PAYMENT:

By Mail – Completed enrollment registration form with enclosed check or cashier's check (please include your child's name in the memo line) made payable to "Sun Ray Chinese School" and mailed to the above mailing address.

In Person – Only during school semester sessions on Saturday or Sunday from 11:00 AM – 5:00 PM

TUITION & FEES AGREEMENT:

- Late Registration & Late Payment Fee: Non-refundable & not transferable \$30 applicable fee
- Non-refundable tuition fee if your child is unable to attend class for any reasons unless qualify under the refund tuition fee policy (your child's enrollment inhibits the enrollment of other students in the class & creates unnecessary school paperwork). Tuition credit is not given for any absences. No entry to class if tuition fee is not paid.
- There is a \$30 fee for a "Trial-out Class" or an Advance Grade-Level Placement Test
- **Fall Semester or Annual (Fall & Spring Semesters) tuition must be received before deadline: 05/31/2018 (No Exceptions!). Spring Semester tuition must be received before deadline: 12/10/2018 (No Exceptions!)**
- Tuition includes 12 classes, materials, and one contest (Math, Spelling, or Speech)
- Students who wish to switch classes or grade levels are not allowed without written or consented authorization.
 - A \$30 applicable non-refundable/not-transferable fee must be paid to the Principal or Assistant Principal and provide an admittance slip to show the teacher in order to be allowed into the classroom.
- Class sizes are limited to 25 students. **Enrollment space is limited and is on a first-come, first served basis with a waiting list. We do not accept new student enrollment for Spring Semester.**

CLASS CANCELLATION POLICY:

Sun Ray reserves the rights to cancel and adjust classes/courses to accommodate schedule changes or re-location; and to do so without incurring any obligation. Classes may be canceling at any time if attendance level fails to meet expectation. Efforts will be made to call or email the parents or students before the first day of class begins for any cancelling; in which also includes bad weather and emergency circumstances.



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CLASS TRANSFER POLICY:

One adjustment to the Class Schedule will be granted without incurring any fees may be granted if Written Request is submitted by text or e-mail before July 31st for Fall Semester and before Dec. 10th for Spring Semester. Subsequent changes will result in a Non-refundable & not transferable \$30 Class Transfer fee.

REFUND POLICY (Please allow up to 2-3 weeks to process your refund):

1. 100% Refunded or Pro-rated tuition fee of \$180 (excludes late registration or late payment fee) will be issued if Sun Ray cancels a class during the semester(s).
2. For English & Math class, a Pro-rated tuition fee of \$180 is permitted if Notice of Withdraw is submitted by text or email **before July 31st for Fall Semester and before Dec. 10th for Spring Semester**. Additional deductions for discount credit, late registration, late payment, or other registration fee may apply.
3. For Chinese Language Classes, a Pro-rated Tuition fee of \$140.00 is permitted if Notice of Withdraw is submitted by text or email **before July 31st for Fall Semester and before Dec. 10th for Spring Semester**. Additional deductions for discount credit, late registration, late payment, or other registration fee may apply.
4. 70% Refunded tuition fee will be issued if canceled within the first 3 weeks of the semester.
5. No Refunds after the end of the 3rd class week (start of 4th class week) of the semester.
6. No pro-rated tuition credit is given for any absences or holidays/bad weathers.

SCHOOL & CLASSROOM GUIDELINES:

1. Respect all school properties by keep the classrooms, hallways, restrooms, and cafeteria area clean at all times. Parents are financially responsible for any school property damages caused by their child(ren).
2. No foul language, fighting/physical violence, and sexual acts on the school property that will result in disciplinary actions.
3. No running or roughhouse playing anywhere in the building without consent from teachers or school administrators.
4. For safety reason, **do not park in the fire lanes** at the front entrance. Student must be dropped off at scheduled class time only & picked-up after their class is over. We do not baby sit.
5. During school hours parents are responsible for picking up students 15 minutes before closing hours, otherwise \$5 will be charge for every 15 minutes after school closing hours. We do not baby sit your child before/after their scheduled class time.
6. Switching or make-up classes are NOT PERMITTED and discouraged unless valid reason provided to the principal. A service fee of \$50 applicable non-refundable/not-transferable for such request.
7. Be punctual to class and be prepared for class with homework, school supplies, and class materials.
8. Respect and listen to the teacher as well as respect the other classmates.
9. No parents are allowed in the classroom and parents do not disrupt teachers for missed class homework packages.
10. Students are only given ONE homework package for each class they are enrolled in. It is the responsibility of students and parents to not lose and/or damage the homework packages.

SCHOOL DISCIPLINARY ACTIONS:

1st Violation: Warning issued

2nd Violation: Parent and student conference

3rd Violation: Loss of Stamp Exchange program rewards or School Awards

4th Violation: Possible suspension or expulsion from the school without refunded tuition fee

WAIVER OF LIABILITY:

A waiver of liability is required for enrolling in courses that present a potential risk of physical injury to any student. Sun Ray assumes no responsibility for any health related or accidents that might cause physical injury to any students enrolled in these courses on school property or premises. While we take precautions to minimize potential hazards, every student is responsible to take necessary safety measures to protect him or herself from any injuries.

I or We have read and understood all the above registration information and the Sun Ray Chinese School's rules & regulations. Sun Ray will give due notice to all changes to requirements, procedures, registrations, and regulations information. It is the responsibility of the students and parents to keep informed of all these changes. Sun Ray is not liable or responsible for the consequences of not being informed of these changes.

PARENT & STUDENT AGREEMENT:

Please note that a single semester class is limited. Additionally, in the interest of maintaining the most consistent environment for students and to provide the highest quality learning experience possible, applicants for the full-year program will be given priority in the enrollment process. I understand that my child will not be considered enrolled until all forms are fully completed, tuition is paid and accepted in writing by Sun Ray Chinese School. I acknowledge that the information provided herein is true and accurate

Signature of Parent/Guardian or Student (if applicable)

Printed Name

Date



Sun Ray Chinese School (www.sunraychinese.org) ENROLLMENT REGISTRATION FORM

SUNDAY

Sun Ray School 2018 Fall – 2019 Spring Application for Enrollment (Please Write Clearly)

Address: Barbara Bush Middle School, 515 Cowboys Pkwy, Irving, TX 75063 (MacArthur Blvd & E. Belt Line Rd)

Student's English Name		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Grade:
Sibling's Name (If Applicable)		Date of Birth (MM/DD/YYYY)	
Father's Name		Cell Number	
Mother's Name		Cell Number	
Home Address		Home Number	
Email		Current Public School	

Release Authorization:

Please specify any person **other than parents** to whom Sun Ray Chinese School is authorized to release your child. Identification is needed for pickup.

Name _____ Relationship _____ Contact Number _____

Parent & Student Agreements:

You hereby understand and read all terms of the enrollment application. Verify all information is correct with your consent authorization signature. Without it we cannot accept your application.

Signature of Parent/Guardian or Student (if applicable) _____ Printed Name _____ Date _____

PLEASE CIRCLE the course(s) you are interested in. **Sunday Schedule (13 weeks) Fall 8/26/18 – 12/08/18 & Spring 1/13/19 – 5/04/19**

	10:30 AM – 11:30 AM	11:40 AM – 12:40 PM	1:00 PM – 2:05 PM		2:15 PM – 3:20 PM		3:30 PM – 4:30 PM	3:30 PM – 5:30 PM
\$210/sem.	Math 1 st Gr. Class M1-A	Math K5-Bridge Class MK-C	Math Pre-K4 Class MP-E	English Pre-K5 Class EK-E	Math K5-Bridge Class MK-G	English Pre-K4 Class EP-G	EN Writing 3 rd - 4 th Gr. Class W3-J	Bilingual CB
\$210/sem.	Math 2 nd Gr. Class M2-A	Math 1 st Gr. Class M1-C	Math 2 nd Gr. Class M2-E	English 1 st Gr. Class E1-E	Math 1 st Gr. Class M1-G	English 2 nd Gr. Class EF-2G	EN Writing 5 th - 6 th Gr. Class W5-J	Chinese K3 - K4 CP
\$210/sem.	Math 3 rd Gr. Class M3-B	Math 2 nd Gr. Class M2-C	Math 2 nd Gr. Class M2-F	English 3 rd Gr. Class E3-E		English 4 th Gr. Class EF-4G		Chinese K5 CK
\$210/sem.	Math 4 th Gr. Class M4-B	Math 3 rd Gr. Class M3-C		English 5 th Gr. Class E5-E		English 6 th Gr. Class EF-6G	Algebra I Class M8-J	Chinese 1st Gr C1
\$210/sem.	Math 5 th Gr. Class M5-B	Math 4 th Gr. Class M4-D	Math 4 th Gr. Class M4-F	Adv. SAT English Verbal Class E9-E	Math 3 rd Gr. Class M3-H	Beg-SAT 7 th - 8 th Gr. Class E7-G	4:30 PM – 5:30 PM	Chinese 2nd Gr. C2
\$210/sem.	Math 6 th Gr. Class M6-B	Math 5 th Gr. Class M5-D	Math 6 th Gr. Class M6-F		Math 5 th Gr. Class M5-H		EN Writing 7 th - 8 th Gr. Class W7-K	Chinese 3rd Gr. C3
\$210/sem.	Pre-Algebra Class M7-A	Math 6 th Gr. Class M6-C	Pre-Algebra Class M7-E		Geometry Class M9-G			Chinese 4th Gr. C4
\$210/sem.	Algebra I Class M8-A	Pre-Algebra Class M7-C	Algebra I Class M8-E		Algebra II Class M10-G		Speech SP	Chinese 5th Gr. C5
\$210/sem.	English 2 nd Gr. Class E2-A	Geometry Class M9-C						Chinese 6th Gr. C6
\$210/sem.	English 4 th Gr. Class E4-A	English 1 st Gr. Class E1-C						Chinese 7th Gr. C7
\$210/sem.		English 3 rd Gr. Class E3-C						Chinese 8th Gr. C8
\$210/sem.		English 5 th Gr. Class E5-C						Chinese 9th Gr. C9

**Chinese Class Fee:
\$320/year
\$170/semester**

For Office Use Only				Registered & Paid For:	
Payment Type: <input type="checkbox"/> Check #: <input type="checkbox"/> Credit Card <input type="checkbox"/> Cash	Tuition Fee: <input type="checkbox"/> Fall <input type="checkbox"/> Spring	Date Paid:		Math	
		Invoice #:		English	
		Authorized By:		Chinese	
		Notes:		TOTAL	



Sun Ray Chinese School (www.sunraychinese.org) ENROLLMENT REGISTRATION FORM

SATURDAY

Sun Ray School 2018 Fall – 2019 Spring Application for Enrollment (Please Write Clearly)

Saturday school location: Sun Ray Learning Centre, 1017 Clint Street, Carrollton, TX 75006

Student's English Name	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Grade:
Sibling's Name	Date of Birth (MM/DD/YYYY)	
Father's Name	Cell Number	
Mother's Name	Cell Number	
Home Address	Home Number	
Email	Current Public School	

Release Authorization:

Please specify any person **other than parents** to whom Sun Ray Chinese School is authorized to release your child. Identification is needed for pickup.

Name _____ Relationship _____ Contact Number _____

Parent & Student Agreements:

You hereby understand and read all terms of the enrollment application. Verify all information is correct with your consent authorization signature. Without it we cannot accept your application.

Signature of Parent/Guardian or Student (if applicable) _____ Printed Name _____ Date _____

PLEASE CIRCLE the course(s) you are interested in. **Saturday Schedule (13 weeks) Fall 8/25/18 – 12/08/18 & Spring 1/12/2019 - 5/4/2019**

	10:30 AM – 11:30 AM	11:40 AM – 12:40 PM	1:00 PM - 2:05 PM	2:15 PM - 3:15 PM	3:30 PM – 4:30 PM	4:30 PM – 5:30 PM
\$210/sem.	Math 3 rd Gr. Class M3-Z	Math 1 st Gr. Class M1-Y	Math K5-Bridge Class MK-X	Math 3 rd Gr. Class M3-W	Math 4 th Gr. Class M4-T	Math 2 nd Gr. Class M2-S
\$210/sem.	Math 4 th Gr. Class M4-Z	Math 2 nd Gr. Class M2-Y	Math 1 st Gr. Class M1-X	Math 4 th Gr. Class M4-W	Math 3 rd Gr. Class M3-T	Math 5 th Gr. Class M5-S
\$210/sem.	Math 5 th Gr. Class M5-Z	Math 6 th Gr. Class M6-Y	Math 2 nd Gr. Class M2-X	Math 5 th Gr. Class M5-W	Pre-Algebra Class M7-T	Math 6 th Gr. Class M6-S
\$210/sem.	English Reading 1 st /2 nd 1 st Gr. & 2 nd Class ER-Z	English Writing 3 rd - 4 th Gr. Class W3-Y	English Writing 5 th - 6 th Gr. Class W5-X	English Reading 1 st /2 nd 1 st Gr. & 2 nd Class ER-W	English Writing 5 th - 6 th Gr. Class W5-T	English Writing 3 rd - 4 th Gr. Class W3-S

For Office Use Only				Registered & Paid For:	
Payment Type: <input type="checkbox"/> Check #: <input type="checkbox"/> Credit Card <input type="checkbox"/> Cash	Tuition Fee: <input type="checkbox"/> Fall <input type="checkbox"/> Spring	Date Paid:		Math	
		Invoice #:		English	
		Authorized By:		Chinese	
		Notes:		TOTAL	

IMPORTANT REGISTRATION DATES:

Early Registration (for students currently enrolled in Sun Ray Classes) –May 15, 2018

(Refund payment pick up –May 19, Saturday , at 1017 Clint Street, Carrollton, TX 75006)

Regular Registration (for all students, old and new) –May 16 to May 30, 2018

Late Registration (if class seats are still available) – May 31, 2018 and onwards