



Sun Ray Chinese School (www.sunraychinese.org)

Enrollment Registration Information

Sunday Class Schedule:

Saturday Class Schedule:

Thank you for choosing Sun Ray Chinese School for your child!

Sun Ray School is a non-profit organization that promotes higher learning through our academic courses serving students the opportunity to learn and enrich broader knowledge. Our academic philosophy and techniques is to promote joy in learning and the advance development of each student's potential by creating opportunities to expand their scholastic horizons in our programs and volunteer community service. The offered programs are Chinese culture and Mandarin language, Math, English, SAT, Speech, Writing, and other electives, and school competitions.

Please read carefully over our 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. Should you have any questions, please don't hesitate to contact us. Thank you for considering our school and we look forward to enrich your family's education development.

Payment & School Location info:

By Mail: Completed enrollment registration form with enclosed check or cashier's check make payable to: **Sun Ray Chinese School**

Mail to: Sun Ray Chinese School, 2703 Quail Ridge Dr., Carrollton, TX 75006 (Please include Driver License # on the check)

In Person: (Only during school semester session) Sunday 11:00 AM - 5:00 PM at Adult Education Center Bldg. C, 1820 Pearl St., Carrollton, TX 75006

School Location: Adult Education Center Bldg. C, 1820 Pearl St., Carrollton, TX 75006 (Across Carrollton Elementary School)

Contact information:

Principal: Zin Fan	principal@sunraychinese.org 972-365-1895 (please text for inquiries)
Assistant Principal: Shu-Hui Ko	fplace03@yahoo.com 972-416-3680 (home) or 214-284-2916 (cell)

Class Cancellation:

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.

Refund Policy: (Please allow up to 2-3 weeks to process your refund.)

1. If Sun Ray cancels a class during the semester(s), a pro-rated tuition fee \$180 will be issued. If you withdrawal/cancel by text or e-mail **before July 31st for Fall Semester and before Dec. 10th for Spring Semester**, for English & Math classes, there will be a Pro-rated tuition fee of \$180.00; for Chinese Language Classes it is \$140.00. (Note: excludes discount credit, registration, late registration or late payment fee)
2. 70% Refunded tuition fee will be issued if canceled within the first 3 weeks of the semester.
3. No Refunds after the 3rd class week (start of 4th class week) of the semester.
4. No pro-rated tuition credit is given for any absences or holidays/bad weathers.

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 \$30 Transfer 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.



Sun Ray School 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, because there are other students you are inhibiting their enrollment & unnecessary school paperwork process. Tuition credit is **not** given for any absences. No entry to class if tuition fee is not paid.
- \$30 fee for "Trial-out Class" or Advance Grade-level Placement Test
- **Annual (Fall & Spring) or Fall Semester tuition** must be received **before deadline: 05/31/2016 (No Exceptions!)**
- **Spring Semester tuition** must be received **before deadline: 12/10/2016 (No Exceptions!)**
- Tuition includes 12 classes, materials & one contest (Math, Spelling, or Speech)
- Students considering switching classes or grade levels are not allowed without written or consented authorization. \$30 applicable non-refundable/not-transferable fee must be paid to the Principal or Assistant Principal and provide a receipt to show the teacher in order to be allowed in 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.**

School & Classroom Guidelines:

1. Respect school properties. Keep classrooms, halls, restrooms, and cafeteria clean at all times. Do Not Litter!
2. For safety reason, **Do Not Park** at front entrance of fire lane. Student must be dropping off scheduled class time only & pick-up after their class is over. We do not baby sit.
3. No foul language, fighting, or any violence and no sexual acts at the school property that will result in disciplinary actions.
4. No running or foul playing anywhere in the building without consent from teachers or school administrators.
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 class is not allowed and discouraged unless valid reason address to the principal. A service fee \$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 respecting other classmates.
9. No parents are allowed in the classroom.

School Disciplinary Actions:

- 1st Violation: Warning issued
- 2nd Violation: Parent and student conference
- 3rd Violation: Loss for Points Exchange Stamp program or School Awards
- 4th Violation: Possible suspension or expulsion from the school without refunded tuition fee

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Parent & Student Agreement:

Please note that one semester class is limited. Additionally, in the interest of maintaining the most consistent environment for the children 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 and paid and accepted by 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)

Print Name

Date