

Parent/Guardian	Phone#	Email	Library card#		
Child #1 Name	Classes attending (write down all codes)		Age	M/F	Date of Birth
Child #2 Name	Classes attending (write down all codes)		Age	M/F	Date of Birth

PLEASE READ CAREFULLY - By signing below, I (parent/guardian named above) certified that I am the parent/legal guardian of the children, named above. I have read and agreed to the registration rules and liability waiver specified below.

Parent/guardian Signature: _____

Date: _____

Liability Waiver:

Permission to participate in the classes/programs offered by Zhaoyu Cultural Foundation/Books and Me Children's Chinese Library is given by me for my children or myself as named above. In consideration of participation in the program, I hereby indemnify and hold harmless and release the Zhaoyu Cultural Foundation/Books and Me Children's Chinese Library, its agents, its employees and volunteers, from any and all liability for injury suffered by me or my children arising from or connected with this program. I assume all risk for any injuries. I also understand that it is my responsibility to maintain the safety of my children and safeguard my personal property while visiting the Books and Me Library or attending classes/programs.

Terms and Condition of Registration and Classes:

- All classes offered at Books and Me Children's Chinese Library are open to registered members only** Please apply for a **free membership** before registering any class.
- Students must complete the registration process before attending a class.** Tuition must be paid in full and the registration form with liability waiver signed by both a parent/guardian and a librarian.
- Payments can be made in cash or checks only.** Please make check payable to 'Zhaoyu Cultural Foundation'. Each returned check will be charged \$25 fine plus the Bank's returned check fee. The student will not be allowed to attend any class until payment check is clear.
- Books and Me Library **retains the right to refuse registration of any student** due to circumstances that the librarians deem proper.
- All classes require parent/guardian participation or waiting at the Library.** Leaving children alone in our facility is not allowed and will be considered abandon. You will be charged for an emergency childcare fee of \$50 every half an hour.
- Tuition for late registered students will be discounted proportionally. No discount for material fee.
- No make-up class or credit will be offered** with the exception of the teacher's decision. Please do not schedule conflict events at class time.
- All cancellation or transfer requests must be made in written by filling out the **Cancellation/Transfer Request Form, and signed by the related teacher(s) and a librarian.** Cancellation/Transfer is limited to once per year per student. **There is a \$20 processing fee for cancellation and \$10 processing fee for transfer.** Refund will be made by check according to rules specified below.
- Refund amount is determined by the time of request for cancellation,** after deducting \$20 processing fee. Cancellation Request made one week before the first day of class will be processed with full refund. Cancellation requests made within one week before the first day of the class will be processed with 90% refund. Cancellation requests made after the class starts will be processed with 50% refund of the unused tuitions.
- Transfer requests will be honored if space is available and both teachers agree. **Transfer is only allowed when the student will finish the remaining classes in the session in the transfer-into class.** In some cases, students may be required to pay additional tuition to finish the session in the new class.
- For special situations like **family emergency**, unused tuition (after deducting \$10 processing fee) can be saved as credit for later use in other classes within a year. **A special Credit Voucher** must be signed by the teacher and a librarian and the voucher must be presented at registration of future classes. It is only allowed for **once per family**.

Please return to the back page for class selection and tuition calculation.

Spring 2019 Class Registration Form

Child#	Class Name	Session	Duration	Tuition (*)
	<input type="checkbox"/> Preschool Chinese 幼兒中文班	<input type="checkbox"/> PC11 Mon 10:10-11:00 <input type="checkbox"/> PC61 Sat 12:10-1:00 <input type="checkbox"/> PC62 Sat 1:10-2:00	1/14-5/20 1/12-5/18 1/12-5/18	<input type="checkbox"/> 17 weeks \$ 415 <input type="checkbox"/> <input type="checkbox"/>
	<input type="checkbox"/> Wonderful Art 兒童美術班	<input type="checkbox"/> WA61 Sat 9:30-10:30 <input type="checkbox"/> WA62 Sat 10:45-11:30 <input type="checkbox"/> WA63 Sat 11:45-12:30 <input type="checkbox"/> WA64 Sat 12:45-1:30 <input type="checkbox"/> WA65 Sat 3:45-5:15	1/12-2/23, 3/2-3/30, 4/6-5/18 1/12-2/23, 3/2-3/30, 4/6-5/18 1/12-2/23, 3/2-3/30, 4/6-5/18 1/12-2/23, 3/2-3/30, 4/6-5/18 1/12-2/23, 3/2-3/30, 4/6-5/18	<input type="checkbox"/> 5 weeks \$ 165 <input type="checkbox"/> 16 weeks \$ 508 <input type="checkbox"/> 6 weeks \$ 198 <input type="checkbox"/> <input type="checkbox"/> 5 weeks \$ 133 <input type="checkbox"/> 16 weeks \$ 410 <input type="checkbox"/> 6 weeks \$ 160 <input type="checkbox"/> <input type="checkbox"/> 5 weeks \$ 225 <input type="checkbox"/> 16 weeks \$ 695 <input type="checkbox"/> 6 weeks \$ 270 <input type="checkbox"/>
	<input type="checkbox"/> Clay Sculpture 兒童雕塑班	<input type="checkbox"/> Clay Sat 2:15-3:15	1/12-2/23, 3/2-3/30, 4/6-5/18	<input type="checkbox"/> 5 weeks \$ 165 <input type="checkbox"/> 16 weeks \$ 508 <input type="checkbox"/> 6 weeks \$ 198 <input type="checkbox"/>
	<input type="checkbox"/> Music Circle Time 中文唱遊班	<input type="checkbox"/> MCT2 Tue 10:00-10:45 <input type="checkbox"/> MCT6 Sat 10:30-11:15	1/12-3/9, 3/16-5/18	<input type="checkbox"/> 8 weeks \$ 168 <input type="checkbox"/> 16 weeks \$ 325
	<input type="checkbox"/> Elementary Abacus 珠心算班	<input type="checkbox"/> ABA21 Tue 3:30-4:30 <input type="checkbox"/> ABA22 Tue 4:30-5:30 <input type="checkbox"/> ABA23 Tue 5:30-6:30 <input type="checkbox"/> ABA24 Tue 6:30-7:30 <input type="checkbox"/> ABA61 Sat 2:15-3:15 <input type="checkbox"/> ABA62 Sat 3:15-4:15 <input type="checkbox"/> ABA63 NEW Sat 4:15-5:15	1/15-3/19, 3/26-5/28 1/15-3/19, 3/26-5/28 1/15-3/19, 3/26-5/28 1/15-3/19, 3/26-5/28 1/12-3/16, 3/23-5/25 1/12-3/16, 3/23-5/25 1/12-3/16, 3/23-5/25	<input type="checkbox"/> 10 weeks \$ 260 <input type="checkbox"/> 20 weeks \$ 500 <input type="checkbox"/> 10 weeks \$ 260 <input type="checkbox"/> 20 weeks \$ 500
	<input type="checkbox"/> Cantonese for Children 兒童廣東話班	<input type="checkbox"/> CT62 Sat 9:00-9:45 <input type="checkbox"/> CT61 Sat 9:55-10:40	1/12-3/16, 3/23-5/25 1/12-3/16, 3/23-5/25	<input type="checkbox"/> 9 weeks \$ 225 <input type="checkbox"/> 17 weeks \$ 410 <input type="checkbox"/> 8 weeks \$ 200
	<input type="checkbox"/> Elementary Singapore Math 新加坡數學班	<input type="checkbox"/> SNM3 Sat 12:00-12:50 <input type="checkbox"/> SNM4 Sat 1:00-2:00 <input type="checkbox"/> SNM5 Sat 10:45-11:45	1/12-5/18 1/12-5/18	<input type="checkbox"/> <input type="checkbox"/> 17 weeks \$ 635 <input type="checkbox"/> 17 weeks \$ 635
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

* Tuition may not include all material fees. Please refer to specific flyer for details.

TOTAL TUITION DUE	\$
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For Books and Me Use Only:	Amount paid: \$ <input type="checkbox"/>	Check # <input type="checkbox"/>	Cash
Librarian signed: _____			