

# CAMBRIDGE CENTER FOR CHINESE CULTURE

## Application Form for All the Programs

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Office Use Only \_\_\_\_\_ ,

Class ID \_\_\_\_\_ Check no \_\_\_\_\_ \$ \_\_\_\_\_ Received by \_\_\_\_\_ Date \_\_\_\_\_ ,

Date: \_\_\_\_\_ Student Name (Chinese/English): \_\_\_\_\_ / \_\_\_\_\_

Birth Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Gender: M F New CCCC student \_\_\_\_\_ Existing CCCC student \_\_\_\_\_

Learn Chinese at: \_\_\_\_\_ Chinese School, Chinese Level/Chinese Book/Grade \_\_\_\_\_

Home Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Home Fax: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Family Email: \_\_\_\_\_

We want to be in the CCCC email list to receive news/announcements from CCCC: Yes No

Father's Name: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Work Phone: \_\_\_\_\_

**Please read and sign the followings, parents/guardians need to sign if student under 18:**

I/We have carefully read the **STUDENTS RULES** and the **NOTES TO PARENTS/GUARDIANS**,  
I/we understand that if I/above named student damaged school property or trespassing into the  
unauthorized area, I/we, the parents, will be responsible for paying the penalty fee.

Student signature \_\_\_\_\_ Parent signature (for student under 18) \_\_\_\_\_

Emergency name and telephone number of a responsible adult who will care for the student if the parent or  
guardian is unavailable: Name: \_\_\_\_\_ Telephone: \_\_\_\_\_ Cell phone \_\_\_\_\_

Please indicate if the student is **allergic** to any food, drug, insect bites, etc, or please indicate if you have any  
special concerns about the student: \_\_\_\_\_

Emergency consent form for (student name) \_\_\_\_\_ I/or the understand parent  
/legal guardian of above named student will not hold Cambridge Center for Chinese Culture (CCCC), its  
agents, servants or employees responsible for any accidents incurred during participation in the CCCC  
programs. If parents or doctor cannot be reached in case of emergency, consent is hereby given that the student  
receives medical treatment.

Student's Doctor Name/Phone: \_\_\_\_\_ / \_\_\_\_\_

Parent signature (for student under 18)/ Student signature \_\_\_\_\_ Date \_\_\_\_\_

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### **CCCC offers following programs**

**After-School Program:**

**Evening Program:**

**Preschool Program-the little Wagon:**

**Weekend Programs:**

**Summer Program:**

### **CCCC Fees and Refund Policies:**

#### **1. Registration Fee (non-refundable):**

- a. For summer school – see summer school rules for details;
- b. For all other programs, \$15.00 for new student sign-up and for existing student sign-up new or switch class.

#### **2. Refundable Security Deposit:**

- a. For summer school – see summer school rules for details;
- b. For all other programs - the security deposit is \$50.00 per each new student, which will be refunded at the time the student leaves the CCCC (moved, graduated, etc).

**3. Late Fee:** up to \$20.00 of late fee/student will be charged if tuition is paid after the due days:

**4. Bounced Check Fee:** \$35.00 fee will be charged for each bounced check.

#### **5. Refund Policy for Cancellation/Withdrawal:**

For summer school – see summer school rules for details;

For all other programs any cancellation/withdrawing, a \$5.00 of processing fee will be charged, in addition of other charges, see refund schedule as follow:

- a. 100% refund if withdrawing before class begins (\$5 processing fee will be charged only);
- b. 75% refund if withdrawing 1 school days after the class started;
- c. 50% refund if withdrawing 2 school days after the class started;
- d. 25% refund if withdrawing 3 school days after class started;
- e. No refund after class started for 4 school days;
- f. No refund/credit will be issued if students could not attend the class/classes for any reason;
- g. No refund/credit will be issued if refund request received after one year of student departure;
- h. No refund or make-up class/classes will be issued if classes have to be cancelled for less than three times due to following reasons:  
Weather condition; Teacher's sickness (short notice); Urgent event (electric disorder or fire, etc)

Please go to go to the link to fill the refund form \_\_\_\_\_

<https://docs.google.com/forms/d/1pyiAOE5YIraR1TsOBYpge7MxqJbO11Ea51AHcGRFyY/viewform?fbzx=8011511627174609000>

**Parent signature (for student under 18)/ Student signature** \_\_\_\_\_

# CAMBRIDGE CENTER FOR CHINESE CULTURE

## *Application Form for All the Programs*

### Notes to Parents/Guardians

To ensure success of Cambridge Chinese School (CCS) programs, parents/guardians are requested to take notice of the following regulations:

1. Cooperation of parents/guardians with CCS is required. Please let your child understand that following student rules, respecting teachers, being courteous, and maintaining discipline are required in all CCS programs.
2. The CCS classes are held following each program's schedule. Please take students to assigned program/programs and pick them up on time. Please note that there is a fine for picking up late in the after-school program and the summer program. Parents/guardians and students are requested to remain in designated areas and do not enter private areas.
3. Parents/guardians are responsible to pay tuition on time, please refer "CCCC Fees and Refund Policies" attached in the Application Form for details.
4. Parents/guardians and students are requested to respect school property. Parents/guardians should understand that conducting any unauthorized activity in school community is not allowed (e.g., sending unauthorized email to school mailing list, put unauthorized advertise in school post area, etc); parents/guardians should also understand that compensation must be made for damaging school property; for any serious violations to school regulations, the school reserves the right to issue warnings, expulsions, or law enforcement, which ever apply.
5. Please not park in the docking area, as it may be used for loading or unloading at any time. Car will be tolled on owner's expense if it is reported parking in docking area.
6. Last, but most important, please do not let your child bring any dangerous articles or valuable items to CCS. While students in their assigned program, CCS is responsible for their safety. After assigned program, parents are responsible for the safety of their child/children. No children younger than six are allowed to stay in school by themselves; no children younger than twelve are allowed to leave the building by themselves; parents should take the consequences if they leave their younger one in school without attending any school program. Parents/guardians must sign the Emergency Consent Form. The CCS, teachers, and staff members will not assume the responsibility for any accidents incurred during participation in the CCS programs. If parents or doctor can't be reached in case of an emergency, consent is hereby given that the student receives medical treatment.

Parent signature (for student under 18)/ Student signature \_\_\_\_\_ Date \_\_\_\_\_

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### **Students Rules**

All students should understand that every student attends the CCS program voluntarily. To ensure the success of CCS programs, students are requested to obey the following regulations:

1. Please pay full attention in your class, participate enthusiastically, maintain class discipline, raise your hand before speaking, and do not leave your seat without permission.
2. Please be courteous to teachers, parents/guardians, and school staff, take initiative in greeting teachers and your fellow students.
3. Please be friendly to each other, be helpful, and try to learn from each other.
4. There will be no fighting and no swearing in any circumstance in the CCS programs, if you made a mistake, you must admit it and apologize.
5. Bringing dangerous articles to CCS is strictly forbidden; please do not bring valuable items to the program.
6. Please take good care of school property, compensation must be made for damaging school property.
7. Please keep your classroom clean. If you use any item that belong to a specific classroom, please put them back after you're done.

Parent signature (for student under 18)/ Student signature \_\_\_\_\_ Date \_\_\_\_\_