



## Nashville Chinese School Tuition/Fee Refund Policy and Procedure

### Goal:

Throughout a semester, a student or parent may request a refund of tuition/fee due to various reasons. The document provides a guideline on the evaluation of such requests and the policy and procedure.

### Policy:

1. Upon withdrawal from Nashville Chinese School during the first half of the semester, student or parent of student may request a refund of tuition.
2. The request is subject to the Principal's approval.
3. If approved, the followings are the details on the refund:
  - a. Tuition: Refund is prorated for withdrawal in the first half of the semester; No refund for any withdrawal in the second half of the semester.
  - b. Facility Fee: Non-refundable as part of the fee to HG Hill Middle Schools and NCS administration fee.
  - c. Textbook (only applicable to Heritage classes):
    - i. Textbooks of both CSL and Heritage Kindergarten classes are given free to students by NCS.
    - ii. The textbooks of all other Heritage classes are subsidized by NCS (the cost is \$15 but NCS charges only \$10 as of Spring 2014).
    - iii. So if a student of these classes leaves NCS earlier (less than a half of a semester), he/she should return the textbook in mint condition and gets the refund of \$10 only.
    - iv. Otherwise, the charge is \$15. The difference ( $\$5 = \$15 - \$10$ ) is what the student owes NCS when leaving without returning the textbook in mint condition to NCS.
4. Appeal
  - a. In case of an appeal against the refund decision, parent, student and the NCS administration could meet to discuss the disparity.
  - b. If no consensus is reached, the Board of NCS may step in as a facilitator.

**The End**



## 大納城中文學校 - 學生學費/費用退款政策及程序

### 目標:

由於種種原因，學生在學期中要求退還學費/費用。本文件提供了有關這類要求的評估方針，政策和程序。

### 政策:

1. 由於退學，學生或家長如果要求退還學費，校方會檢查請求。
2. 請求須經校長批准。
3. 如獲批准，以下是關於退款的詳細資料：
  - a. 學費：如果退學是在學期的前半部分，退款是按比例計算。如果退學是在學期的下半部分，退款不成立。
  - b. 設備費：恕不退還，因為費用作為學校租金和學校註冊及管理費。
  - c. 教科書（只適用於國語班）
    - i. 兩個雙語班及國語班幼兒園班級的課本是由學校免費給予給學生。
    - ii. 所有其他國語班的教科書都是由學校補貼（在2014年春季，費用是15美元，但學校只收10元）所以，課本應該完好無損歸還，才得到10美元的退款。
    - iii. 如果沒有歸還完好無損的教科書 學生欠學校補貼差額（\$5 = \$15 - 10）。

### 上訴:

1. 如果對退款的決定提出上訴，家長，學生和學校會議。
2. 如果未達成共識，學校董事會與有關各方會議，重新討論。

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