



Fremont Chinese School

2008-2009 Registration Guidelines

Returning Students:	April 19, 2008 and April 26, 2008
Sibling Registration:	May 3, 2008, 9am-11am (all grades)
Open Enrollment:	May 10, 2008, 9am-11am (all grades)
Open Enrollment Location:	IRVINGTON HIGH SCHOOL, CAFETERIA



2008-2009 School Year General Notice:

Class time and dates:

Class time is tentatively on **Saturdays** from **September 2008** to **June 2009, 9am-1pm**, at **Irvington High School**. School opening day newsletter will be mailed out to your mailing address on file before school starts.

New class assignment:

The student's new class is noted on the first line in the big box of the 2008-2009 registration form if the student is in PK-8. AC student's class assignment will be printed on the mailing label affixed to the opening day newsletter mailed out in late August. For PK-8 students interested in taking elective classes, please complete the elective selection page on the back of the registration form. Please also write the elective class code(s) in the "**Elective Preferred**" field in the big box on the front page. If there are any changes to the elective classes, it will be so noted in the newsletter.



Completing the Registration Form:

- If the form is for a new student, make sure to complete all fields. Returning students will have all fields pre-filled. Please check the correctness of all information. If modifications are required, please use the **red pen** to mark any corrections. The address is used to mail out the opening day newsletter. Please do not list your fax number as the contact telephone number.
- Tuition is noted in the big box of the registration form. No cash is accepted. Please make your check pay out to **Fremont Chinese School**. Please also write the student's English name and FCS student ID number on the memo line of the payment check. **If you have multiple students registering for FCS, please write a separate check for each student.**
- One parent/guardian of the student must read, sign and date the Waiver, included in the big box of the registration form. Please also write in the student's English name in the Waiver statement.
- For returning students, please staple together the payment check, the registration form, parent survey forms, AC forms (AC students only) and submit to the class teacher on **designated registration days** for the returning students. You can also submit the stapled packet to the school office directly on these registration days.
- Your cancelled check is your receipt, there will be no other receipt from FCS.
- Last day of registration for returning students is **April 26, 2008**. If this deadline is missed, you will need to register on **May 10, 2008** along with the incoming new students.
- ***AC classes are open to all entering 9-12th grade students. Junior high students can register for the AC classes, however, no credit will be granted for non 9-12th grade students.***
- If a student is entering 9-12th grade in September 2008, the student can only register for AC classes. *****Currently enrolled FCS 8th grade students will take the placement test on April 26, 2008 in class. Other qualifying students will take the placement test on May 10, 2008 at 11:10am in Room 225.*****
- *****For those students who registered previously, adding/changing electives after the new school year starts will incur a \$20.00 service fee.*****



Refund:

Refund can be requested from **May 17, 2008** until the **second week of the new school year** in September 2008. Tuition will be refunded with **20% processing fee** deducted. No refund will be given out after the second week of the new school year. Refund checks will be mailed out on the third week of the new school year. **\$10.00** per book will also be deducted from your refund for PK-8 students if the text books are not returned. Text books returned cannot have any writings or marks in them. AC text books cost are extra.



Checklist before returning all forms stapled together:

- 1. Write the student's English name, FCS ID, and new class on the memo line of the payment check
- 2. Make sure all information on the registration form is correct and complete
- 3. Elective selection page is complete if interested
- 4. Waiver is signed and dated by one parent/guardian of the registering student
- 5. Parent survey forms when completed
- 6. **AC students must complete and sign the AC credit form whether applying for credit or not for own high school**
- 7. **AC students must detach, sign and date the signature portion of the AC rules form**