

ACCA Tuition Refund Request Form

学费退款申请表

(本表一式两份，一份数据库管理人员用于数据库修改，一份财务存档)

Application Date 申请日期: _____

Student Chinese Name		Student English Name	
Father/Mother Chinese Name		Father/Mother English Name	
Parent Email			
Parent Phone			
Original Class 原班级	Chinese Class	Enrichment Class	
Refund Check Payable to			
Amount to be Refunded (Base on the school tuition refund policy below)	Chinese Class	Enrichment Class	
	\$	\$	
	Parent on Duty Fee	Other	
	\$	\$	
	Total Refund Amount	原支票号码:	
	\$		
Tuition Refund Policy	100% if class is cancelled 75% after the first week of school 50% after the second week of school No refund after third week of school		
Processing Time (No refund in June and July)	January, May, August, December: 6 weeks All other times: 3 weeks		
Refund Check Mailing Policy			
If you did not receive your check after we mailed, you will have to wait for 90 days to get a replacement check. We will reissue a new check to you after the old one expired. <u>If the check was cashed by somebody else, we cannot issue a new one until the problem solved.</u>			
Parent Signature	签字	日期	
经办教务人员	签字	日期	
经办财务人员	签字	日期	
退款支票号码		退款额 \$	
备注			