

波特蘭中文學校 退學及退費申請表
Portland Chinese School Student Withdrawal and Refund Request Form

學生姓名 Student name: _____ (Chinese), _____ (English)

班級 Class: _____ 家庭代號 Family Code: _____ 最後一天上課日期 Last day of attendance: _____

退學原因 Withdrawal reason: _____

家長姓名 Parent name: _____ (Chinese), _____ (English)

地址 Address: _____

聯絡電話 Phone: _____ E-mail: _____

家長簽名 Parent signature: _____ 填表日期 Date: _____

學生因故退學，退費標準如下：報名費恕不退費，退費金額根據退課日期計算
 The following table explains the refund policy of Portland Chinese School when students withdraw from the school. Registration fee is nonrefundable. The refund amount is determined by the date the PCS registration staff receives the student withdrawal notice from parents.

退課日期 Date of the student withdrawal notice received by the PCS registration staff	開學前 Before the semester starts	開學後至第四週 1st - 4th week of the semester	開學第四週後 After 4th week of the semester
註冊費 Registration Fee	不退費 No refund	不退費 No refund	不退費 No refund
學費 Tuition	100% 退費 Full refund	學費扣除每週 20 元的課程費，剩餘金額退還 tuition refund available after \$20.00 per week fee	不退費 No refund
教材費 Textbook Fee	100% 退費 full refund	100% 退費; 如果書本已經塗寫或毀損則不退費 Full refund available if books are returned in perfect condition with no writing, highlighting or other marks; no partial refund	
家庭服務押金 Parent Volunteer Deposit	如果學生退學後家中無小孩繼續在中文學校就讀，家庭服務押金 100% 退還 full refund available if no child of the family will attend PCS after the current child withdraws; not partial refund		
圖書管押金 Library Deposit	如果學生退學後家中無小孩繼續在中文學校就讀，圖書管押金 100% 退還 full refund available if no child of the family will attend PCS after the current child withdraws; not partial refund		

PCS Staff Use Only

退課日期: _____ 已付之費用: \$ _____ check# _____ 退費金額: \$ _____

Director of Registration signature: _____ Date: _____

Director of Treasure signature: _____ Date: _____