

THE LI-MING CHINESE ACADEMY

Chinese Language Tutoring Schedule (Winter 2018)

1/28/2018 Enrollment Starts · **2/04/2018 Class Begins** · 2/18/2018 Discount Ends, 5/13/2018 Activity Ends

POC: Ms. Li Wang, (301)670-0956, liwang168@gmail.com

Mr. Michael Ma, (240) 372-3854, cma10937@yahoo.com

Time	Class	Age	Code	Fee	Instructor	Classroom
10:15-11:15	Conversational Chinese Tutoring	Adult	CH-2	\$75	卓桂芳 (Sarah Jwo)	203
11:30-12:20	Beginner Chinese Tutoring	Adult	CH-1	\$35	周雅玲 (Daphne Chou) 陳怡文 (Yiwen Chen)	203

Extracurricular Activity Enrollment and Class Attendance Policy

Audition: Everyone is welcome to sit in any class within the first three weeks of extracurricular activities. The Extracurricular Activity Division (EAD) encourages students and parents to take advantage of the period to attend a variety of courses and discuss with the instructors for better understanding of the class content. Afterward, attending a class without enrollment is prohibited. Alternatively, you may opt to make a payment on per use basis: \$5/class (If the course costs < \$45/semester); \$10/class (if the course costs < \$95 and >= \$45/semester); \$15/class (if the course costs >= \$95/semester).

Payment: You will be entitled to a \$5 discount each course when registered and paid in full within the first three weeks of extracurricular activities. Starting the fourth week and beyond, a regular fee applies at any time. No pro rate will be given. In some circumstance, one may opt to pay on per use basis.

Refund: When the request to withdraw a class is made within the three weeks, 70% of the original payment will be returned. No refund can be issued after three weeks due to the complexity of accounting and roster keeping. The EAD strongly recommends that parents should make sure the intention and interest of your children before enroll a course.

Exchange: The request for a course exchange must be made within the first five weeks. If the new course has a higher fee, the difference must be paid. When lower, the difference is refundable. After five weeks, the EAD will still honor the request. One must pay for the difference if a higher fee incurs. However, no refund can be issued due to the complexity of accounting and operations.