

## **WEST VALLEY CHINESE LANGUAGE SCHOOL REGISTRATION POLICIES**

### **Policy of Nondiscrimination**

West Valley Chinese Language School admits students without regards to age, race, sex, creed, color, religion, physical handicap, or national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the School in accordance with provisions of Title VI of the 1964 Civil Rights Act, Title IX of the Educational Amendments of 1972 (45 C FR 86), and Section 504, Rehabilitation Act of 1973 (PL 93-112). Any inquiries concerning these laws and policies should be made to the Principal, West Valley Language School, P.O. Box 2383, Sunnyvale, CA 94087.

### **Waiver of Liability and Disclaimer**

To induce West Valley Chinese Language School (hereafter, the School) to accept registration and/or permit participation in the School by the named individual(s) on this form, I hereby give consent and agree to release, indemnify, and hold harmless the School, its employees, board members, officers, directors, lessors, representatives, and sponsors (hereafter, the Released Parties) from and against any negligence and/or claim for liability arising out of injuries or conditions to the named individual(s) or damage to the named individuals' properties caused in, or aggravated by, (1) any manner including the simple, active, or passive negligence of the Released Parties, or (2) refusal to obtain available medical treatment based on religious or philosophical beliefs or otherwise.

I also understand that the named individual(s), by being present at the School and/or by participating in volunteer activities, adult classes, and/or any group programs of the School on and off the School campus, will abide by all national rules and regulations, by-laws, and philosophies of the School.

### **Refunds, Withdrawal, and Transfer Policies**

1. Requests for REFUNDS must be made in WRITING for approval by the Board.
2. If students have submitted their application forms before the pre-registration deadline, they are allowed to WITHDRAW their application and receive a full refund provided that the REGISTRAR is informed about the withdrawal before the PRE-REGISTRATION DEADLINE.
3. For withdrawals made after the pre-registration deadline through first two weeks of school, written request for the tuition refund will be granted with a \$50 service charge. For withdrawal requests made by Nov. 30, a \$100 service charge will be deducted. There will be no refund after Nov. 30. The Board will review all withdrawal requests.
4. There will be a service charge of \$25 on all returned checks.
5. There will be no refund for students who are expelled from School due to disciplinary reasons.
6. In the event that the School cancels a class, a full refund will be mailed to registered students within 2 weeks of class cancellation.
7. Class assignments are made with careful consideration that includes a student's academic standing and readiness, and class balance. We do not encourage class transfers but extraordinary situations will be taken into considerations. Students wishing to TRANSFER are advised to first consult the class transfer guidelines in the School handbook. ALL transfer requests must be submitted to the School for consideration. No student may transfer between classes without first obtaining the School's official approval for reassignment.