

# 芝北中文學校

CHICAGO NORTH CHINESE SCHOOL

## CNCS Elective Class Registration Refund Request Form

### CNCS Refund Procedure

- Refund deadline for each semester is 5<sup>th</sup> class week
- No refund for the semester starting 6<sup>th</sup> class week of the semester
- One form per student
- Provide correct address for check mailing
- Check payable to parent/guardian name listed
- Refund could take four weeks
- Any questions, inquire with Elective Officer

### Application Section: (Print Clearly)

Date of request: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ (English) \_\_\_\_\_

Student Name (Chinese): \_\_\_\_\_ (English) \_\_\_\_\_

Elective Class 1: \_\_\_\_\_ \$ \_\_\_\_\_

Elective Class 2: \_\_\_\_\_ \$ \_\_\_\_\_ Total \$ \_\_\_\_\_

Mailing Address: \_\_\_\_\_

(City, Zip) \_\_\_\_\_

Telephone: \_\_\_\_\_

Children Basketball	\$110
Children Batminton	\$ 80
Judo	\$ 70
Chinese Painting	\$110
Folk Dance	\$100
Chinese Culture	\$80
Chinese Yo Yo	\$60
Aerobic	\$ 70
Adult Basketball	\$ 50
Adult Batminton	\$ 50
Calligraphy	\$ 50
Chinese Painting	\$150
Tai Chi	\$130

Check will be  Mailed or  Pickup

### Office Routing/Procedure (must follow steps 1-6; attach an office message form if any further explanation is needed):

1. Receiving officer signature: \_\_\_\_\_ Print Name: \_\_\_\_\_
2. Form complete correctly: Yes (Checked by receiving officer/Place form in Elective mail slot)  
No (Return the form to applicant)
3. Date received by Elective: \_\_\_\_\_ Elective officer initial: \_\_\_\_\_
4. Approval signature by Elective: \_\_\_\_\_ (Keep original copy by Elective)
5. Copy to MIS: \_\_\_\_\_ (check when done, place in MIS mail slot)
6. Copy to Treasurer: \_\_\_\_\_ (check when done, place in Treasurer mail slot)

### Treasury Use

Total amount refunded: \$ \_\_\_\_\_ Check number: \_\_\_\_\_

Date issued/mailed: \_\_\_\_\_ Inform Elective Officer: Yes or No

Comments: \_\_\_\_\_