



I. 2026-2027 Registration Policy

Contact Information Email: registration@hxnyc.org Tel: 914-768-8686

Important Dates

9/6/2026	First Day of School
On or before 7/31/2026	Early Bird Discount Discount Applies When Full Payment is Received by 7/31/2026.
10/3/2026	Last Day of Free Class Transfer
10/4/2026	Late Tuition Payment Fee Applies
4/4/2027	Final Day to Register No new registrations will be accepted on or after 4/5/2027.

Tuition and Fees

Class	Tuition (per annum, per student)	Family Account Management Fee (per family)	Registration & Facility Fee (per student)	POD deposit (per student)	Book & Material Fee (per student)	Total	With Early Bird Discount
Pre-K & Kindergarten	\$870	\$50	\$70	\$50	NA	\$1040	\$990
MLP Chnese Grade 1-9	\$870	\$50	\$70	\$50	\$70	\$1110	\$1060
MZHY Grade 1-9	\$870	\$50	\$70	\$50	\$30	\$1070	\$1020
Shuang Shuang Chinese Grade 1-5	\$870	\$50	\$70	\$50	\$40	\$1080	\$1030
Shuang Shuang Chinese Grade 6-9	\$870	\$50	\$70	\$50	\$70	\$1110	\$1060
AP Chinese	\$870	\$50	\$70	\$50	Self- purchase	\$1040	\$990
CSL Adult	\$930	\$50	\$70	NA	\$80	\$1130	\$1080
Culture Class (if not enrolled in language class)	\$300	\$50	\$70	NA	Varies	Varies	NA
Parent Culture Class	Varies	\$50	\$70	NA	Varies	Varies	NA

- All calculations in the table are based on enrolling only one student, unless otherwise noted.
- Except for Pre-K and Kindergarten classes, tuition covers 2 hours of Chinese language class and 1 hour of culture class. There is no tuition credit for those who elect not to take any culture class.
- A single non-refundable Family Account Management Fee of \$50 applies to every family with at least one registered student.
- A non-refundable Registration & Facility Fee of \$70 will be charged to each registered student.
- Book and material fees are based on the actual book cost to the school and material cost required by teachers which vary among classes.
- For students who enroll in culture class only, both Family Account Management Fee and Registration & Facility Fee still apply.
- POD (Parent-on-Duty) deposit of \$50 per student is added to ensure parents fulfill their responsibility to help maintain the safety of students during school hours. It will be returned to the family account by the end of the school year if parents have performed the POD duty as requested. Parents who take on extra POD shifts beyond their assigned duty will receive \$50 for each additional shift. **The deposit will be forfeited if parents fail to report on their assigned dates of POD.** Once the deposit is returned or forfeited, a new deposit will be charged in the following school year. The deposit will be returned to you upon the withdrawal from school or graduation of your child (ren) from the school.
- Bounced check/payment will be charged a penalty of \$35 per check.
- **Late payment fee of \$50 will apply if tuition payment is not received by 10/3/2026.**

Payment Method

Payments can be made with personal checks, Zelle or PayPal. **Paying by check or Zelle is strongly recommended.** PayPal may incur transaction fees.

For Zelle payment, please send to **hxnycprint@gmail.com** clearly noting your family ID number or registration number as well as student name(s).

Tuition payment checks must be postmarked within 2 weeks of the registration date. Registration will be considered incomplete if no payment is received within 2 weeks. The order of your child's enrollment in a class is determined by the postmark on your payment envelope. The school reserves the right to release the space to students whose payments arrive ahead of yours.

Please make a check payable to: **Huaxia Chinese School New York (HXNY)** and mail it to: **Huaxia Chinese School New York, P.O. Box 1236, Scarsdale, NY 10583**. Please print the payment printout from the online registration system and attach it to your check. Please make sure you write down students' names, ID numbers (or family ID numbers if available) on your check and on the registration printout.

If a check is returned for any reason (including but not limited to insufficient funds, stop payment, or closed account), a \$35 processing fee in addition to any penalty amount charged by the bank will be added to your account. If a student with a bounced check/payment decides to withdraw from the school, the \$35 returned check fee plus bank charges will not be refunded. No student will be permitted to sit in a class without FULL payment received by the school except for new students who may audit a class after obtaining written permission from the school administration.

Refund Policy

Dates - Refund Amount
If requested in writing on or before 9/5/2026, 100% of tuition, POD deposit, registration and family account fees will be refunded.
If requested in writing on or before 10/3/2026, 100% of tuition will be refunded, but registration and family account fees will not be refunded. See Parent-On-Duty section for further details about the return of POD deposit.
If requested in writing on or after 10/4/2026 and before 1/31/2027, 50% of tuition will be refunded. No registration and family account fee will be refunded. See Parent-On-Duty section for further details about the return of POD deposit.
If requested in writing on or after 1/31/2027, no refund will be given. See Parent-On-Duty section for further details about the return of POD deposit.

Refund requests must be submitted in writing to registration@hxnyc.org. Family account and registration fees are non-refundable after the start of the semester. Textbooks are non-refundable unless the packaging remains intact. If a student withdraws from the school entirely, any available tuition credit will be issued by check. Otherwise, any eligible refund will be processed through the original payment method whenever possible. **Please note: all checks must be picked up in person from the school office.**

Discount and Credit

	Amount	Notes
Early Bird Discount	\$50	Per language-class-enrolling student, if full payment is received before the Early Bird Discount End Date.
Friend Referral Credit	\$50	Referral credits are available only for new-family - defined as households that have never previously enrolled or registered in the HXNYC database. To be eligible, the referring family must be currently enrolled and in good standing with all tuition and fee payments. When a currently enrolled family (“referring family”) refers a new student who successfully enrolls for a full school year, the referred family will receive a \$50 credit per new student immediately. A \$50 credit per student is issued once the referred student’s enrollment is confirmed. Referral credit(s) will be applied toward the referring family’s registration after 1/30/2027, and may accumulate with each successful referral. Exception: Referral credit won’t be issued if the referred family withdraws on or before 1/30/2027. If a new family enrolls after 1/30/2027, the referral credit will be issued only after the new family enrolls for the 2027-28 school year before the last day of free class transfer. All referral credits are applied as account credits only and cannot be redeemed for cash or transferred to another family.
Discount for Three or More Students	\$60	If three or more students per household enrolled in Chinese classes, the third and subsequent children will each receive a \$60 discount.

Proration Policy

No proration will be made until the 5th week of school. Starting October 4th, tuition may be prorated for students who enroll on or before registration deadline on **4/4/2027**, based on the number of remaining class sessions. **The Family Account Management Fee (per family), Registration & Facility Fee (per student) and Book & Material fees (per student, if applicable)** are charged in full for the school year and are **NOT** subject to proration. All proration calculations are determined by the school administration and are final.

Huaxia New York Central Chinese School Club Waiver of Liability

Our school holds club activities at facilities rented from Westchester Community College (WCC), including but not limited to a variety of sports, and programs such as Grandparents English club. Please read the following carefully before participating:

1. I voluntarily choose to participate in club activities organized by Huaxia New York Center School.
2. My family and I understand and acknowledge that accidents or unforeseen incidents may occur during any activity, including but not limited to falls, injuries, illness, or life-threatening situations.
3. My family and I confirm that I am in good physical condition and able to safely participate in club activities.
4. My family and I agree to take responsibility for my personal safety and property during activities, and to promptly notify school staff of any emergency or unexpected situation.
5. My family and I understand that Huaxia New York Center Chinese School is a nonprofit organization that rents facilities from WCC. Unless losses are caused by the school's or event organizer's gross negligence, I agree not to make any claims for compensation against the school or its personnel.
6. My family and I understand that this waiver is valid to the extent permitted by law.

Signature: _____

Date: _____

华夏纽约中心学校俱乐部免责声明

本校在Westchester Community College (WCC) 租用场地举办俱乐部活动, 包括但不限于多种体育俱乐部以及“爷爷奶奶英语俱乐部”等项目。请您在参加前仔细阅读以下内容:

1. 我自愿参加华夏纽约中心学校组织的俱乐部活动。
2. 我和家人理解并承认:任何活动中都可能发生意外或非意外事件, 包括但不限于跌倒、受伤, 疾病发作和生命危险等。
3. 我和家人确认自己身体状况良好, 可以安全参加俱乐部活动。
4. 我和家人同意在活动中对自己的人身和财产安全负责, 如有任何突发情况立即告知学校相关人员。
5. 我和家人理解华夏纽约中心学校为非营利机构, 在WCC租用校舍。除非因学校或活动组织方的重大过失造成损失, 否则我不向学校或其相关人员提出任何赔偿要求。
6. 我和家人理解此免责声明在法律允许的范围内有效。

签名: _____

日期: _____

Age Guideline

Grade placement at HXNYC is comparable to that at students' week-day schools in support of students' cognitive, social and emotional development. Copy of birth certificate is required for all Pre-K and Kindergarten students and for all new students under the age of 6. Students of Grade 1-Grade 9 will also be evaluated before being placed in classes appropriate to their ages and Chinese language abilities.

Pre-K 3 学前小班 Born on or before 12/31/2023

Pre-K 4 学前中班 Born on or before 12/31/2022

Kindergarten 学前大班 Born on or before 12/31/2021

1st Grade Recommended for students who are 6 or older

CSL For adults only

To ensure optimal learning experience, culture classes may be subject to specific age limits as described in course summaries. All language and culture classes are subject to maximum and minimum seating limits. Classes may be added or withdrawn at the discretion of the school administration.

Class Assignment

New students, except those entering Pre-K or Kindergarten, may select a grade at registration. During the first 4 weeks of the new school year, the Dean may assess new students and make final placement decisions based on their Chinese language proficiency and maturity. The school administration may then assign students to the appropriate grade or class based on the Dean's recommendation.

Except for Pre-K and Kindergarten students, students enrolled in a two-hour Chinese language class may select one one-hour culture/activity class during registration. Most culture classes are offered at no additional charge, although some may require a materials fee to cover supplies used for class activities or projects.

Because many culture classes have limited enrollment, placement is on a first-come, first-served basis. Students who are enrolled in a language class will have priority for placement in culture classes. Students may request a transfer to a different culture class before the transfer deadline, subject to availability and school approval.

If a student chooses not to participate in a culture/activity class, **no partial tuition credit** will be given. Students may also register for culture classes only, subject to seat availability. No student may attend a culture/activity class without prior registration and proper approval. The school reserves the right to adjust class assignments as needed to balance enrollment. For additional information, please contact the Vice Principal of Registration in person or by email at registration@hxnyc.org.

Class Transfer

During the **first 4 weeks** of the new school year, if a student elects to change his or her current class selection, he or she can make a request to the school administration without transfer fees. However, the final transfer is subject to availability and teacher approval. **After the free class transfer deadline (10/3/2026), a fee of \$25 will be charged for each transfer.** Once a transfer is approved, any difference in tuition, book fees, and material fees between the two classes will be charged or refunded **based on the annual difference between the two classes.**

Teacher Assignment

The school administration reviews and assigns teachers each year. Teacher assignment will be available on the school's website no later than one week before the start of a new school year.

Classroom Assignment

The classroom (building/floor/room) assignment can be found on the school's website no later than one week before the start of a new school year.

Parent on Duty (POD)

All parents **MUST** participate and take turns to fulfill responsibility of POD which is to ensure the safety and orderly conduct of students enrolled in the school. For more details, please refer to **POD Rules and Responsibility.**

Photo Usage

The school reserves the right to photograph students/families participating in the school's academic and/or social activities and post the photographs on the school's newsletter, website, WeChat or school related marketing materials.

Acknowledgement and Agreement of 2026-2027 Registration Policy

I and my family hereby acknowledge and agree that we have received, read, understood, and agreed to the school rules and regulations for registration and operation and for attendance at the school. We agree that all members of the school are subject to such rules and regulations in their entirety. **The school reserves the right of final interpretation of this policy and any actions taken pursuant to it, and such interpretation shall be binding on all students and families.**

By registering hereunder, each student and family assume the risks of participating in any activity at and/or organized by the school and hereby irrevocably release the school and all its personnel and affiliates including but not limited to agents, officers, directors, employees, successors and assigns from any and all liabilities of any type of nature arising out of his/her participation in activities at and/or organized by the school.



II. Parents-on-Duty (POD) Rules and Responsibilities

Huaxia New York Central Chinese School (HXNYC) is a non-profit organization run entirely by volunteers. We rely on parents and caretakers to share the responsibilities of keeping the school safe and orderly.

Each year, all parents are required to complete at least **one mandatory Parents-on-Duty (POD) for each enrolled student who is not an adult.** POD parents are stationed near and around classrooms in AAB and CLA buildings to assist teachers and students and to maintain order.

How POD Works:

- Per school year, parents will be required to complete the POD assignment one time for each child enrolled in the school (e.g., one assignment for one child, two assignments for two children, etc.)
- POD dates are assigned by the Safety & Discipline Committee on a weekly basis.
- A POD deposit of \$50 per student per school year is automatically charged to your account when you register for the school year, which will be credited to the family account after the completion of POD assignments.
- **The deposit will be forfeited if parents or caretakers fail to perform POD assignments during the school year or fail to report to duty for their POD assignments.**
- Parents will receive \$50 for each extra POD shift beyond their assigned duty.
- In the event of withdrawal during the school year or graduation, the POD deposit will only be refunded if POD assignment is completed.
- In the event of re-enrollment within the same school year, a new POD deposit of \$50 per student will be charged.

Rules & Responsibilities of the POD Parents:

- Sign in promptly before 9:30am at the School Office (AAB 111).
- Pick up the orange vest from the office and wear it during the entire school day.
- Go to the location you signed for and stay at the same location until 12:30 pm. You may not leave your post until school is over.
- **At your POD post, you need to:**
 - Be alert and try to keep the hallway quiet.
 - Assist teachers with safety issues upon request.
 - When classes are in recess, please try to patrol the hallways, classrooms, stairs and bathrooms to make sure no children are engaged in any dangerous or disruptive activities, such as chasing each other, climbing onto window ledges or onto staircase railings, breaking into vending machines, playing with multimedia equipment or making loud noises etc.
 - Contact the school safety team or **WCC security at 914-606-6351 (non-emergency) or 914-606-6911 (emergency)** if any unexpected issue develops.
- Return the vest and sign out at the school office when school is dismissed.

Important Reminder:

The Safety & Discipline Committee will remind you of your upcoming POD assignments. However, it's your responsibility to check and fulfill the POD you signed up for. If for any reason, you cannot make it on the scheduled date, please get in touch with the Safety & Discipline Committee ASAP and try to find another parent to cover for you.



III. Student Code of Conduct

Students are expected to conduct themselves in an appropriate and civil manner, with due regard for the rights and welfare of all members in the school community, as well as for school facilities and equipment and the property of others. The school reserves the right to take disciplinary actions against any offending party, including but not limited to suspension or expulsion.

Infractions:

The following are examples of infractions. The list is not intended to be all inclusive.

1. Bullying whether verbal or physical
2. Intimidating, harassing or discriminating against any person
3. Racial or sexual harassment or assault of any form
4. Injuring any person or threatening to do so
5. Damaging, vandalizing or stealing school property or the property of others
6. Disrupting classes, programs or other school activities
7. Entering or remaining in any portion of the school premises without authorization
8. Possessing or using weapons, drugs, alcohol, cigarette or vaping on school property
9. Plagiarizing homework or exams, and/or inducing or coercing others to commit similar acts
10. Refusing to comply with any reasonable order of authorized school personnel

Consequences and Disciplinary Actions:

Level I (Intervention)

Consequences include loss of privileges and in-school detention (removal from the classroom). Written notification will be sent to the parents of students disciplined.

Level II (Notification)

Students are issued written conduct referral forms with copies sent to the students' classroom teachers and parents. Parents will be asked to acknowledge receipt by signing and returning the forms to the school office the following school day in order for involved students to be admitted by respective classroom teachers.

Level III (Principal/Parent Meeting)

If a student accumulates three Conduct Referrals, his/her parents will be required to meet with the principal and the Safety & Discipline Committee.

Beyond Level III

If the above intervention does not lead to satisfactory improvement, the student may be suspended or expelled from the school.