



芝加哥慈濟人文學校

Tzu Chi Academy, Chicago

*** 讓慈濟的人文教育，陪伴您的孩子成長！***

開學日 First day of school : **09/12/2021** (暫定 tentative)

上課地點 classroom location (暫定 tentative): 699 Plainfield Rd., Downers Grove, IL 60516 (Prairieview School)

上課時間 Hours : 週日下午 Sundays 1:00pm - 4:30pm 聯絡人: 謝重輔/陳淑娟/林宜芳

電話(TEL): (630) 963-6601 Email: academy_chicago@tzuchi.us 註冊網站: <https://tzuchi.us/academy/chicago>

2021-2022 學年度註冊須知 (8/10 update)

2021-2022 School Year Registration Guidelines, Rules, and Process (8/10 update)

由於受到 COVID-19 疫情影響，今年的預註冊繼續經由線上辦理，線上預註冊後，在開學當天須到學校繳交相關註冊文件及費用，才算完成註冊的手續。Due to COVID-19, pre-registration is done via an on-line pre-registration form this year. After completing on-line pre-registration, payment and required documents must be received on the first day of the school to complete the registration process.

一、 預註冊及日期 Pre-registration and the dates

	日期及時間 Date and Time	預註冊資格 Eligibility
一般預註冊時間 General pre-registration period	5/24/21 – 8/29/21 11:59pm	所有學生(包含在校生、新生、及轉學生) All students
預註冊截止後 After Pre-registration ends	After 8/30/21	未完成預註冊的學生(包含在校生、新生、及轉學生)需在開學後，請 email 學校才能進行註冊手續 Students who do not complete the on-line pre-registration by 11:59pm on 8/29/21 will need to email school before registration.

預註冊的鏈結將會公佈在以下網頁中。The pre-registration link can be found on the web page below: <https://tzuchi.us/academy/chicago>.

二、 在校生跳級或轉班規定 Skip-level rules for current students:

升二年級以上班級的在校生，若因故要轉到其他班級，須先經教務處安排測驗通過並核准後，才可跳級。校方不接受將升一年級(含)以下班級以及未滿七歲(以 08/31 為準)的在校生跳級申請。If a current student plans to skip a level (for example: from Grade 1 to Grade 3) and enroll in Grade 3 or higher, please notify the school administration for arranging a test/assessment. Passing the test/assessment is required for skip-level enrollment. The school administration staff will not accept skip-level requests for current students that are in Class K or Pre-K's, or at age 6 or younger (as of 8/31)

三、 新生註冊規定 Requirements for New Students:

A. 幼兒班以及注音班須符合年齡限制(如下表)。New Pre-K1, Pre-K2, K student registrations must meet the following requirements:

班級 Class	說明 Description	年齡限制 Requirements
幼一班 Pre-K1	滿三歲至四歲學童 Age 3 -4	限 08/31/2018 (含) 之前出生者，需出示出生證明 Born on or before 8/31/2018 . Birth Certificate is required.
幼二班 Pre-K2	滿四歲至五歲學童 Age 4 -5	限 08/31/2017 (含) 之前出生者，需出示出生證明 Born on or before 8/31/2017 . Birth Certificate is required.
注音班 K	滿五歲至六歲學童 Age 5 -6	限 08/31/2016 (含) 之前出生者，需出示出生證明 Born on or before 8/31/2016 . Birth Certificate is required.

B. 新生轉入一年級（含）以上班級或 CFL 班均須通過校方之插班考試（請洽教務處）。從非華語地區轉入的插班生，未滿七歲（以 08/31 為準）者，不得轉入二年級(含)以上班級。

A placement test/assessment (please contact Office of Academic Affairs) is required for new students registering for First Grade or higher, or for a CFL class. New students age 6 or younger (as of 8/31) from non-mandarin-speaking regions can only be placed in Grade 1 or lower.

C. 新生在註冊時，須同時購買制服。從其他美國慈濟人文學校轉入且已有制服者可免。

New Students are required to purchase a school uniform at registration. A waiver will be given to those who are transferring from another Tzu Chi Academy and who already have a uniform.

四、 學校規定 School Graduation Requirements:

凡於 2012-2013 學年（含）之後入學之幼一班學生，或之後轉入該班者，均必須符合美國慈濟人文學校有關畢業資格之規定，方能獲頒畢業證書。

Starting from 2012-2013 school year, those who attended the Pre-K1 class or the subsequent classes as the students advancing to higher grade levels, are required to meet the graduation requirement set by Tzu Chi Academy, USA.

五、 各項費用 Fees:

費用項目 Fee	說明 Description
註冊手續費 Registration processing fee	註冊手續費為 \$20 元，在校生在 5/23/21 8pm 之前完成註冊者，可免繳註冊手續費。新生則一律須繳註冊手續費。若因故在註冊後須申請退費者，註冊手續費將不退還。 Registration processing fee is non-refundable and is \$20 per student. The registration processing fee is required for new students. The registration processing fee can be waived for current students if registered before 8pm on 5/23/21 .
退費手續費 Refund Processing fee	辦理退費，除退費辦法中所列之例外者外，其餘退費均須扣手續費\$20（每位學生、每次）。 Refund processing fee is \$20/student per refund application. The exceptions for the refund processing fee are listed in Refund Process and Rules section in this package.
學費、作業費、 耗材費、及 才藝班學費等 各項費用 Tuition and fees	<p>1. 一學年費用(需一次繳交) CFL 班為\$510元，其它班為\$480元(包含學費、作業費、及才藝班基本學費)，但不包含才藝班額外費用。 Tuition and fees are \$510/student for CFL classes for the school year. All the other classes are \$480/student a year. It includes the tuition, homework material fee, and basic extracurricular tuition but does not include applicable extracurricular material fee.</p> <p>2. 一年級（含）以上才藝課為必修，注音班（含）以下則為選修。CFL-初級班(含)以上才藝課為必修，CFL-EC 則為選修。CFL-EC、幼一、幼二、及注音班學生，若選擇不選修才藝課者，減收\$130元(亦即是一學年\$350元; CFL-EC 一學年\$380元)。 Extracurricular is required for students registering at the 1st grade or higher (CFL-Beginner or higher for CFL Track). For students (such as CFL-EC, Pre-K1, Pre-K2, and K) who are not required to take an extracurricular class and who choose not to register for an extracurricular class, they will receive a reduction of tuition and fee of \$130/student (\$350 for heritage track, \$380 for CFL-track).</p> <p>3. 若家中有第三個小孩就讀本校，該生(第三位小孩)可減免學費\$30元（一學年） If there are 3 or more children from the same family registering, a \$30 tuition/fee reduction will be given to the 3rd child's registration.</p> <p>4. 敬請用支票繳交費用，支票上請註明學生姓名/班級，支票抬頭請填：TZU CHI。 Tuition and/or fees must be paid in checks. No cash will be accepted. Please make checks payable to Tzu Chi.</p> <p>5. 若同時註冊多位學生，敬請個別開立支票。</p>

When making payments for multiple students/registrations, please write **separate checks** for **each student/registration**. Please note: uniform fees require separate checks.

6. 在學期中轉入之新生，除一次性及無折扣項目的費用外，其餘各項費用收費標準如下：
Excluding the one-time item and non-prorated fees, the tuition and fees for the new students joining after the school begins are determined by the following:

	試聽後第一次上課日期 First attending date after free trial lessons:			
	在 10/31 前* Before 10/31*	在 11/1 (含) 後及下學期第 一週上課前* after 10/31 and before the first week of the 2 nd semester*	在下學期第一 週上課 (含) 及 3/15 (含) 前* on or after the 1 st week of the 2 nd semester and on or before 3/15*	在 3/16 後* after 3/16*
收費金額 Amount	全額(無折扣) Full amount (no discount)	全額之 75% 75% of full amount	全額之 50% 50% of full amount	全額之 25% 25% of full amount

*:免費試聽以一週為限。Free trial lessons are limited to one week only.

才藝課額外費用 Extracurricular class fee	才藝課因各班成本以及所需之材料器材等各有不同，依各班情形另行收取額外費用，並需於註冊時一起繳交。請詳閱下一頁之「才藝班」。 There may be an extra fee for extracurricular classes. The fees, if applicable, are listed in the extracurricular section in this package.
學校制服費 School Uniform fee	夏季上衣:每件\$12元;冬季上衣:每件\$15元;;深藍色長褲(非牛仔褲):每件\$10元(可自行購買)。 敬請將制服費與學費分開，另外開立支票 。制服價錢可能會隨新進貨價錢而變動，學校保留依成本變動而調整售價的權利。 School uniforms: summer polo shirts \$12 and winter sweaters \$15 each. Uniform fees are subject to change (as costs change) without notice. Navy blue pants (no jean) are \$10 each and can be purchased separately at retail stores. When purchasing uniforms from the school, please write a separate check from the tuition/fee.
兒測、華測 Test fee	學校會選定部分班級，在下學期參加「兒童華語文能力測驗」(簡稱「兒測」)或「華語文能力測驗」(簡稱「華測」)，兒測、華測的報名費會在下學期報名時另行收取。 A selected classes and students may participate in Test of Chinese as a Foreign Language (TOCFL) or Children's Chinese Competency Certification (CCCC) in the 2 nd semester. The registration fee for TOCFL and CCCC will be collected in the 2 nd semester during test registration periods.

註:退票罰金為\$25/次。Note: Return check fee is \$25/instance.

六、才藝班：Extracurricular Class

凡一年級(含)以上(CFL班則是CFL-初級班(含)以上)學生，才藝課為必修；注音班(含)以下及CFL-EC班學童，才藝課為選修。有名額限制之才藝班，依註冊先後順序，額滿為止。除非有特殊原因，各班註冊學生人數需至少6人，才會開班。才藝課第三次上課時間開始起，不接受才藝班選課變更，若該才藝班有收取額外費用，該費用不退費。**若因防疫關係，學校須改採線上同步教學時**，才藝課將不上課，亦不補課。

Extracurricular is required for students attending the 1st grade or higher on the heritage track. For CFL-track, extracurricular is required for students in CFL-Beginner or higher. Extracurricular class vacancies are filled as the registrations are processed. After an extracurricular class has reached its maximum capacity, no new registration for the class will be accepted. Unless otherwise noted, each extracurricular class is subject to a 6-registered-student minimum requirement. No extracurricular selection change will be allowed after the 3rd

lesson begins. If due to quarantine or other reasons, the school needs to switch to the remote learning format, there will be no extracurricular class.

本校新學年度各項才藝課規定及名額暫訂如下 Extracurricular Classes :

才藝課班級 Extracurricular Classes	名額 Class size limit	年齡/年級 限制 Eligibility	額外 費用 Extra fee	備註 Notes
兒童美術 Young artist creative art/crafts	20		\$5	需自備安全剪刀(剪)、膠水或口紅膠(貼)、水彩筆及顏料(畫)、和一本 sketchbook(圖畫紙大小、30張以上,用來收藏自己的作品)。Students are required to bring their own safety scissors, glues, paint brushes, color paint and a sketchbook (30+ pages).
兒童唱遊 / 手語 Kinder singing / sign language	15	幼一到三年級 或三到八歲 For PreK-1 to 3 rd grade Or Age 3-8		
羽毛球 badminton	12	三年級(含)或八歲以上 3 rd Grade or higher or Age 8 or older		請自備羽球拍 Students are required to bring their own badminton racquets to the class.
籃球 Basketball	20	三年級(含)或八歲以上 3 rd Grade or higher or Age 8 or older		
柔道 Judo	25	12歲以下 Age 12 or younger	\$115	選修柔道課的學生須另外請購柔道服及手冊(\$70)。柔道服及手冊費(\$70)於開學後繳交,柔道服及手冊費費用不退費。新生亦須繳全額 Students are required to pay an additional \$70 for a Judo uniform and handbook (\$70). The uniform and handbook fee is not refundable and will be collected after the new school year begins. This fee is not prorated.
圍棋 Chinese Go	12	6歲以上 Age 6 or order		
慈濟青少年絃樂團 Tzu Chi String Orchestra	20	8歲以上 Age 8 or older		樂器:小提琴,中提琴,大提琴,低音大提琴,能讀譜並有至少半年以上的習琴經驗。須自備樂器及譜架。Instruments: violin, viola, cello, bass. Students need to have more than half-year experience in playing the instrument and be capable of reading music. Students attending this class are required to bring their own instrument and music stand to the class.
校刊社 Newsletter	6	七年級(含) 7 th Grade or higher		
兒童科學探索 STEM	15	一年級到四年級或6到9歲 1 st Grade to 4 th grade or Age 6 to 9	\$15	

七、 註冊程序：Registration Process

- A. 在 8/29/21 前完成預註冊的學生：For those who have completed pre-registration by 8/29/21:
- i. 完成預註冊後您將會馬上收到系統自動發出的確認 email，email 裡會有一份 PDF 檔案附件，請確認其內容都正確，尤其是您的 email 和電話，如果有任何錯誤，請送電郵至 academy_chicago@tzuchi.us 與學校聯絡。
You will receive an automatic system-generated confirmation email after you have submitted the pre-registration online. Please review the PDF attachment in the confirmation email and ensure all the information you entered was correct, especially your contact email and phone #. If there is any error or need to make any changes, please email to academy_chicago@tzuchi.us.
 - ii. 因為疫情關係，才藝班開課在八月初才確定，敬請在 8/29 前完成 **中文班以及才藝班** 之預註冊及選課。才藝班預註冊及選課後，您將會馬上收到系統自動發出的確認 email，email 裡會有一份 PDF 檔案附件，請確認其內容都正確，如果有任何錯誤，請送電郵至 academy_chicago@tzuchi.us 與學校聯絡。
Due to the pandemic, the extracurricular class information will not be available until early August. Please complete the extracurricular class registration **in addition to** the Chinese class registration before 08/29. You will receive an automatic system-generated confirmation email after you have submitted the pre-registration online. Please review the PDF attachment in the confirmation email and ensure all the information you entered was correct. If there is any error or need to make any changes, please email to academy_chicago@tzuchi.us.
 - iii. 如果 PDF 檔案內容皆正確，請您將其印出，並在簽名欄中簽名，請您於開學日當天到學校將它連同繳費支票，一起交給註冊組。
If the contents in the PDF attachment is correct, please print out a copy of the PDF file and sign all the signature fields. Please bring a signed copy to the school on the first day of the school and remit the payment.
 1. 線上預註冊時系統將會提供預估費用總額，學校保留更正系統其它因素造成的計算錯誤之權利。開學日學校會提供每位學生一份學費明細給家長。家長在確認學費明細後，再將正確金額的支票交給註冊組。
When you pre-register, the system will automatically provide a fee estimate. School reserves the rights to correct any mis-calculations caused by system error or any other reasons. School will provide a tuition/fees breakdown list for each student on the 1st day of school. After confirming the tuition amount, please remit a check with the final amount to the registration team.
 - iv. 註冊組收到您的繳費支票及簽完名的文件後確認無誤後，才算完成註冊手續。
The registration will be considered as completed only after the registration team has received your payment check and a signed copy of the document.
 - v. 在開學日未完成繳費註冊的學生，視同自願將中文課及才藝課名額讓出給其他候補的學生。如有事無法於第一周來上課，請先以電郵通知學校，並於 9/15/21 前將支票寄達靜思堂（地址：1430 Plainfield Rd. Darien, IL 60561）才能保留預註冊所選的班級及課程。
Pre-registered students who do not complete the registration process on the first day of school may lose his/her seat in the class selections to those on the waiting list. If for any reason you can't attend the first day of school to complete the registration process, please inform the school via

academy_chicago@tzuchi.us AND submit your payment check to Tzu Chi Chicago office at 1430 Plainfield Rd. Darien, IL 60561. The check needs to be received by **9/15/21**.

- B. 沒有在 **8/29/21** 前完成預註冊的學生 For those who did not complete the pre-registration by **8/29/21** : 請先 email 學校才能進行線上註冊手續。完成線上註冊後您將會馬上收到系統自動發出的確認 email，email 裡會有一份 PDF 檔案附件。如果 PDF 檔案內容皆正確，請您將其印出，並在簽名欄中簽名，連同繳費支票，一起交給註冊組，完成註冊手續。

You must email school before starting on-line registration. After submission, you will receive an automatic system-generated confirmation email. If the contents in the PDF attachment is correct, please print out a copy of the PDF file and sign all the signature fields. Bring the signed copy along with a check(s) covering tuition/fee and payable to TZU CHI to the school registration staff and remit the payment.

八、開學日 First day of school:

開學日目前暫定為 **9/12/21**。完成預註冊的學生，最晚會在八月第三個星期收到學校發出的開學提醒及注意事項。未完成預註冊的學生，請隨時注意學校網站上有關開學日及注意事項的更新訊息。學校註冊網站為 <https://tzuchi.us/academy/chicago>。

The tentative first day of school is **9/12/21**. Those who have completed the pre-registration will receive an email reminder regarding to the first day of the school by the 3rd week of August. If you don't receive any email reminder, please check your email spam folder and email us at academy_chicago@tzuchi.us. For those who did not complete pre-registration, please check the latest updates about the First Day of School and other related information on the registration web site <https://tzuchi.us/academy/chicago> around mid-August.

九、退費辦法：Refund Process and Rules

- 1、請填寫退費申請表(退費申請表可從學校註冊網站 <https://tzuchi.us/academy/chicago> 下載)，並請洽註冊組辦理退費手續。在學校上課時間外可以將填妥之退費申請表用 email 寄到 academy_chicago@tzuchi.us 提出申請。如果您對退費程序有疑問，請及早洽詢學校註冊組或教務處。學校將以收到完整退費申請表的日期為正式申請日，而申請日可能會影響退費金額。

Please fill out the Refund Application Form (downloadable from the school registration website <https://tzuchi.us/academy/chicago>) and submit the completed form to the school registration staffs for refunds. The application can be submitted by emailing the complete form to academy_chicago@tzuchi.us outside of school hours. The school will use the submission date as the application date which will be used to determine the amount of the refund.

- 2、辦理退費，除本退費辦法中所列之例外者外，其餘退費均須扣退費手續費\$20（註冊手續費亦不退還）。Refund processing fee is \$20/student and is required except for the conditions listed in this section.

3、退費金額 Refund Amount:

A. 學生才藝班變更 extracurricular selection change:

- 自上學期開學日至第三次才藝課**上課時間前**申請才藝班費用差額退費者，其費用全額退還（不須扣退費手續費\$20）100% refund and no refund process fee if cancelling extracurricular **before** the 3rd lesson of extracurricular class of the first semester ;
- 自第三次開始上課後，恕不退費
No refund will be provided for such a fee difference on or after the 3rd lesson begins

B. 因退學需要申請退費 Transfer out or discontinue:

	退費申請 Refund application received:			
	(一)上學期第一週上課日(不含)前 ^{**} Before the first day of school of school year ^{**}	(二)上學期10月31日(含)前 ^{**} On or before 10/31 ^{**}	(三)下學期第一週上課日(不含)前 ^{**} before the 1 st week of the classes of the second semester ^{**}	(四)下學期第一週上課日(含)後申請 ^{**} on or after the 1 st week of the classes of the second semester ^{**}
退費金額 Refund Amount	(所繳費用-所繳註冊費)*100%-退費手續費 (Amount paid – registration fee paid)*100% – refund processing fee	(所繳費用-所繳註冊費)*75%-退費手續費 (Amount paid – registration fee paid) * 75% – refund processing fee	(所繳費用-所繳註冊費)*50%-退費手續費 (Amount paid – registration fee paid) * 50% – refund processing fee	恕不退費 No refund

^{**}: 以學校收到退費申請表的日期為準。在學校上課時間外可以將填妥之退費申請表用 email 寄到 academy_chicago@tzuchi.us 提出申請。退費申請表可在學校註冊網站 <https://tzuchi.us/academy/chicago> 下載。

^{**}: Determined by the received date of the refund application form. The refund application form can be submitted to academy_chicago@tzuchi.us outside of school hours. The refund application form can be found on the school Registration web site: <https://tzuchi.us/academy/chicago>.

- C. 若因人數不足無法開班，或班級額滿無法錄取，將全額退費（若有繳交註冊手續費，亦一併退還），不扣退費手續費。

If the reason for refund is because of class cancellation or lack of vacancy, refund processing fee will be waived. If the class cancellation or lack of vacancy results in student cancelling the complete registration, the registration fee, if paid, will also be refunded.

十、 其他 Others :

若有班級學生註冊人數不足，學校保留併班或取消開班的權利。

TCAC reserves the right to cancel or combine classes due to low registration.



芝加哥慈濟人文學校

2021/2022 年免責任就醫授權書

Medical Release Form

假如發生意外事故並且人文學校聯絡不到您，請將兩位可以代您關照而且替您的小孩負責就醫的親戚或朋友的名字寫出來。Should your child be hurt in an accident and we are unable to contact you, please list the names of two individuals who will take responsibility in seeking medical attention.

姓名(Name) : _____ 電話(Tel) : _____

姓名(Name) : _____ 電話(Tel) : _____

家庭醫生(Doctor) : _____ 電話(Tel) : _____

倘若您所填的資料有任何變更，請儘快通知人文學校，假設發生意外事故而且人文學校不但聯絡不到父母親，也無法聯絡到父母親所指定的其他負責人，則人文學校有權替學生採取緊急就醫措施，學生家長不能有任何的異議。

Should there be any changes in the above information, please inform the school immediately. If the Tzu-Chi Academy is unable to contact both the students' parents and those persons designated above, it has the authority to seek medical attention for the student with no objection from the student's parents.

RELEASE OF LIABILITY AND ASSUMPTION OF RISK AGREEMENT

I, hereby acknowledge that I have voluntarily applied for my child, _____, to participate in all activities to be conducted by THE TZU-CHI ACADEMY ("TCA"). I agree to defend, indemnify and save harmless, TCA and its officers, chaperons, teachers, volunteers, employees, and other persons associated with TCA from and against any and all claims, demands, losses, defense costs or liability of any kind or nature which the TCA, its officers, chaperons, teachers, volunteers, employees and other persons associated with TCA may sustain or incur or which may be imposed upon them for injury to or death of persons or damage to property as a result of, arising out of, or in any manner connected with my child's participation in all TCA's activities.

I certify that my child has the necessary skills and abilities to participate in all TCA activities and I assume full responsibility for body injury, and loss of personal property, and expenses thereof as a result of my child's negligence in participating in TCA activities. I also agree to instruct my child to abide by the rules or instructions given to them either verbally or in writing by TCA. I further understand that TCA reserves the right to refuse any person judged to be physically or mentally unfit to meet the rigors and requirements of participating in certain activities. I also agree that TCA may use video or photographic or audio records of the activities that my child has participated in for promotional purposes.

I also agree that in the event of illness or accident of my child, any TCA officers, chaperons, teachers, volunteers, employees and other persons associated with TCA, in whose care my child has been entrusted, is authorized to consent to an X-ray examination, anesthetic, medical or surgical diagnosis of my child; to transportation of my child to any hospital and to treatment and hospital care to be rendered to my child under the general or special supervision and upon the advice of a licensed physician and/or surgeon. I hereby indemnify, discharge and hold harmless TCA, its officers, chaperons, teachers, volunteers, employees and other persons associated with TCA from liability because of the exercise of such actions. _____

Signature of Parent or Legal Guardian: _____ Date: _____

家長或監護人簽名 _____ 日期 : _____



芝加哥慈濟人文學校

2021-2022 SCHOOL YEAR

PARENT/GUARDIAN MEDIA RELEASE AUTHORIZATION

Buddhist Tzu Chi Foundation requests permission to reproduce, through audio or visual means, activities related your student's education. Your signature below will enable us to increase public awareness and promote continuation and improvement of educational program through mass media, displays, brochures, etc.

The media mentioned herein including but not limited to photographs, films, slides, internet, video, and audio tape recordings.

GRANTING OF PERMISSION IS VOLUNTARY AND SHALL REMAIN IN EFFECT THROUGH THE CURRENT SCHOOL YEAR (2021-2022) ONLY.

Student's Name _____

Date of Birth _____

I hereby give my permission:

Name: _____ (Please print)

Relationship to Student: _____

Signature _____ Date: _____



芝加哥慈濟人文學校

2021-2022 學年

家長同意書 PARENT/GUARDIAN CONSENT FORM (Chinese Version)

凡本校學生及家長必須恪遵學校相關規定，若無法遵守，請勿註冊。「學生與家長手冊」及校規等相關資訊，請上學校網站查詢 (<https://tzuchi.us/academy/chicago>)。家長必須確定您的子女瞭解學校相關規定。

以下是特別提醒的幾點：

- 凡本校學生必須恪遵班規及校規，**並需穿著制服**，儀容整潔。
- 學生應準時到校上課，上課時間不可離開學校，若有特殊原因無法上課或需要提前離校，家長需事先向老師請假。
- 不可任意翻動教室內任何物件、及任意撕毀教室內牆上壁畫或裝飾。若有損壞學校物件，要負責賠償並交由校方個案處理。
- 家長有擔任班級愛心家長及學校家長志工之義務。
- 任課老師可全權安排班級愛心家長職責及家長課堂觀摩，除了老師所安排有職責的家長、及特殊情況事先經過老師的許可下，上課時間家長請勿隨意進入教室，也儘量不要在教室門外談話以免影響上課。
- 為確保學生上課不分心及尊重隱私，經老師同意可留在教室內的家長，若非老師有教學需求的安排，請勿在上課時拍照或攝影。家長可以在非上課時間或大型活動（如：新春祝福、三節合一、結業典禮等），在不影響活動進行的情況下攝影或錄影。
- 若因天候或校方無法控制之因素必須停課時，學校將不另行補課。
- 若學生、家長或監護人不願配合校規之規範或違反校規之處理方式，學校有權要求學生退學。
- 本校上課時所用的課本及教材多是屬於有版權和著作權的教材（如：流傳文化、慈濟歌曲、「菩提種子」人文教案）。家長如有要使用或分享，請先取得版權所有者或創作者的同意。如果您計劃將包含老師或別人孩子的照片或影片刊登在網路或公眾場合，也請先取得學校、老師和他們家長的同意，以免侵犯肖像權及隱私權。

我已詳閱並同意遵守學校網站上所公佈及上列的規定。

學生姓名：_____

家長或監護人簽名：_____ 日期：_____



芝加哥慈濟人文學校

2021-2022 SCHOOL YEAR

PARENT/GUARDIAN CONSENT FORM 家長同意書 (英文版)

The Tzu Chi Academy's Parent/Student Handbook and related rules and policies are made available on our website at <https://tzuchi.us/academy/chicago> for all students and parents. The school asks that you take time to review the contents as a family before registration. It is the expectation of the school that all students and families will adhere to the policies and procedures as they are intended for the good of all students. Should you have any questions about the Parent/Student Handbook, please do not hesitate to contact our administration team.

Below are some of the important rules (Please refer to the school web site for the complete rules):

- 1) Student must follow class rules and school rules. **Student must wear uniform properly** and should dress neatly.
- 2) Student must arrive at class on time. If there are any special reasons that he/she cannot attend the class or need to leave early, parents must call to inform the teacher in advance.
- 3) Please respect all school property and belongings. You will be responsible for any damages caused and will need to pay for any expenses incurred.
- 4) Parents have the obligation to serve as classroom parents (to assist the teacher) and as school parent volunteers.
- 5) Classroom teachers have full authority to oversee / assign duties for classroom parents. Parents will only be allowed to be in the classroom if requested by the teachers to assist with class materials, or under special circumstances, as permitted by the teachers. Parents are invited to stay at the rest area during class time, and not the classroom hallway as noise can distract the students.
- 6) In order to not disturb students and to protect the rights and privacy of all students and staff, parents are not allowed to take pictures or videotape during lesson time. Parents can take pictures during non-class hours or big school events (such as New Year celebration, Mother's day, graduation ceremony, etc.) provided that it will not affect/disturb the events.
- 7) There will not be make-up classes for any cancellations due to force majeure (any circumstances beyond the control of the school, such as inclement weather).
- 8) If student, parents or guardians refuse to comply with school rules, the school has the right to expel the student.
- 9) Most of the textbooks and teaching materials used are protected by copyright. If parents plan to use or share the materials, please obtain the required authorization in advance to make sure you are not violating the intellectual property rights. If you plan to share any pictures or video containing people other than your family on the Internet or to the public, please make sure you obtain the permission from the school, staff and the parents in advance in order to avoid violating the right of publicity and the right of privacy.

I have reviewed the students/parent handbook and the above, and agree to comply with them.

Student's Name _____

Parent/Guardian Name: _____ (Please print)

Relationship to Student: _____

Signature _____ Date: _____



芝加哥慈濟人文學校

2021-2022 學年度 註冊變更申請表 Registration Change Form

班級 Class : _____ 學生姓名 Student Name : _____

變更原因 Reason : 取消才藝班註冊 Canceling extracurricular registration

原註冊才藝班別 registered class : _____

變更中文班級 Chinese class registration change

舊班別 original class _____ 新班別 new class _____

變更才藝班選課 extracurricular registration change

舊班別 original class _____ 新班別 new class _____

轉學/退學 transfer out/discontinue: _____

生效日期 Effective date: _____

其它·請註明: Other. Please specify : _____

若有退費, 支票抬頭: Refund check (if applicable) payable to: (please print legibly)

(請用英文正楷書寫)

領取方式: Check delivery 親自領取: pick up in person

郵寄·請註明地址 (請用英文正楷書寫) :
By mail. Please print legibly the mail-to address below.

_____ address

_____ city

_____ state

_____ zip code

申請人姓名 Applicant Name : _____ 連絡電話 Phone #: _____

申請人簽名 Signature : _____ 日期 Date : _____

行政作業專用 For Office Use Only

收件日期: _____ 原註冊日期: _____ 附上原註冊單影本

註冊時所繳費用 註冊手續費: _____ 學雜費及基本才藝課: _____ 才藝班額外費用: _____

其它繳費、退費記錄及說明: _____

註冊組核算應補繳金額: _____ 或退費金額: _____

教務簽名: _____ 日期: _____

校長簽名: _____ 日期: _____

基金會 財務組	Check #: _____
	Amount: _____
	Date: _____