



聖馬刁慈濟人文學校  
Tzu Chi Academy, San Mateo

Phone: 650-888-1582 Website: <http://tzuchi.us/academy/san-mateo> Email: academy\_sanmateo@tzuchi.us  
Hours: Sunday, 9:00AM-11:50AM Location: Ralston Middle School, 2675 Ralston Ave., Belmont, CA 94002

## 2024-2025學年度 網路註冊須知

### 一、註冊注意事項：

**\*網路報名：於 3/15/2024 開始受理新、舊生報名。**

**網路註冊Website: <https://tzuchi.us/academy/san-mateo>**

➤ **開學日期：9/8/2024 (日)**

**幼兒班、K-12 普通班：9/8/2024 - 6/8/2025**

**華語成人班：9/15/2024 - 12/8/2024, 2/2/2025-5/11/2025**

**上課時間：每週日 09:00 am ~ 11:50 am**

1. **入學年齡：**幼兒班、K-12普通班，4足歲~18歲以下。  
華語成人班，18歲以上。
  - a) 滿4歲的初學者，可進入幼兒班學習。
  - b) 滿5歲的學生可報名K-12普通班。
  - c) 18歲以上的初學者，可進入華語成人班學習。
2. **轉學生**必須參加編班考試（等待通知）。（由其他慈濟人文學校轉入之學生，憑學校成績單，不需參加編班考試。）
3. 幼兒班的學生人數以 20人為限，其他班級的學生人數以 25人為限。額滿時將依註冊順序列入候補名單。報名人數若不足 12 人，本校保留開班決定權。
4. **家長人文課：**家長於學年度內至少必須參加六次校方舉辦之人文課或全校活動。如：家長說明會、開學典禮、家長/老師會議、新春聯歡、五月浴佛/三恩節、結業/畢業式、環保、親子/人文講座、手語…。
5. **制服：**學生在上課時必須穿慈濟制服，請在開學日購買。深藍色卡其長褲和白色運動鞋，請自行在 Kohl' s, Target, Walmart…等處購買。



二、退費須知：學生註冊後若欲辦理退學/退費，請經由email向註冊組提出「退學申請」，經註冊組核准後轉財務組辦理退費手續。相關日期規定如下：

1. 註冊費 - 不退費。開課第一週上課前(開學前)申請退費，退還 100% 實繳學費再扣除 \$30 手續費。第四週(含) 或之前申請退費，退還 75% 實繳學費再扣除 \$30 手續費。第七週(含) 或之前申請退費，退還 50% 實繳學費再扣除 \$30 手續費。第七週之後，申請退學，恕不退費。
2. 第二學期入學的轉學生需繳交50%的學費。 如果他或她在第二學期需要退學，學費將不予退還。
3. 未穿著、未水洗過之制服，於申請退學/退費時退回，可全額退還。
4. 若因人數不足無法開班時，全額退費，不扣註冊費。
5. 辦理退學以註冊組接到退學申請日期為依據。

### 三、學費 (不可抵稅; 註冊費不退費)

1. 幼兒班：註冊費 \$60，材料費 \$40，學費 \$780 (3/31/2024(含) 或之前, 學費\$680)
2. K-12 普通班：註冊費 \$60，材料費 \$40，學費 \$780 (3/31/2024(含) 或之前, 學費\$680)
3. 華語成人班(第一學期): 註冊費 \$40，學費\$180。
4. 華語成人班(第二學期): 學費\$180，同時註冊二個學期，註冊費只收一次。

### 四、制服費：

包括夏季(\$16)，冬季(\$20)制服各一件。  
請到辦公室填寫尺寸及訂購件數，請購、付款及領取制服。



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## 2024-2025 School Year Online Registration Guideline

### I. Registration :

\* **Online registration: New and returning student begin on 3/15/2024.**

**Registration Website:** <https://tzuchi.us/academy/san-mateo>

➤ **School day: School begins on 9/8/ 2024.**

**Pre-K 、K-12 ( regular) class : 9/8/2024 - 6/8/2025**

**Adult Mandarin class: 9/15/2024 - 12/8/2024, 2/2/2025-5/11/2025**

➤ **Class hours : Every Sunday between 9 am – 11:50 am.**

#### 1. **Age: Pre-K 、K-12 ( regular) class, 4-18 years old**

**Adult Mandarin class, 18 and up years old**

a) Pre-K is available for students from ages 4.

b) K-12 ( regular) classes are available for students from ages 5 -18.

c) Adult Mandarin class is available for students from ages 18 and up.

2. **Transfer students** need to attend the placement test until further notice. (Transfer students from other Tzuchi Academies with transcripts do not need to take the placement test.)

3. The limit is 25 students per class (except the Pre-K class which has a limit of 20 students). Students will be placed on the waiting list when a class is full. Classes may be canceled if less than 12 students are enrolled. We reserve the right to cancel any class without prior notice.

4. **Parent “Still thoughts” culture education:** parents in the school year must attend at least six (6) “Still thoughts” culture education or school activities such as the orientation, the opening ceremony, the parent/teacher conference, the Chinese New Year Celebration, graduation ceremony, environmental protection awareness, parenting lectures, sign language ...

5. **Uniform:** Students are required to wear uniforms during classes, which can be purchased at the beginning of the school year. Navy Blue Khaki trousers and white sneakers may be purchased at stores such as Kohl’s, Target or Walmart.



**II. Withdrawal and Refund:** Please request the withdrawal via email for withdrawal/refund procedure.

1. Registration fees are non-refundable for all students. For withdrawal before the 1st week of school, 100% of the paid tuition can be refunded and a \$30 processing fee will be deducted. For withdrawal on or before the 4th week of school, 75% of the paid tuition can be refunded and a \$30 processing fee will be deducted. For withdrawal on or before the 7th week of school, 50% of the paid tuition can be refunded and a \$30 processing fee will be deducted. For withdrawal after the 7<sup>th</sup> week of school, tuition is not refundable.
2. Transferred students who come in during the 2nd semester are required to pay 50% tuition. If he or she needs to withdraw during the 2nd semester, tuition is not refundable.
3. Undressed and unwashed uniforms will be returned upon application for withdrawal / refund, and can be refunded in full.
4. If a class is cancelled by the school, the student will receive a full refund including the registration fee.
5. The official withdrawal request date will be the date of the notice is received by the registration department.

**III. Tuition and Fee :**

1. **Pre-K:** registration fee \$60, material fee \$40, tuition \$780 (**Before or on 3/31/2024, tuition \$680**)
2. **K-12 ( regular) classes:** registration fee \$60, material fee \$40, tuition \$780 (**Before or on 3/31/2024, tuition \$680**)
3. **Adult Mandarin class (1st semester) :** registration fee \$40, tuition \$180  
**Adult Mandarin class (2nd semester):** tuition \$180, If you register for two semesters at the same time, the registration fee will only be charged once.

**IV. Uniforms:**

Summer T-shirt (\$16), winter sweat shirt (\$20). Please fill in the dimensions and order quantity at the office then make a payment and pick up the uniforms.