



2026-2027 School Year Online Registration Guideline

I. Registration :

* **Online registration: New and returning students begin on 3/15/2026.**

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

➤ School day: School begins on 9/13/ 2026.

PreK-12 Mandarin class : 9/13/2026 - 5/23/2027

Adult Mandarin class: 9/20/2026 - 12/13/2026, 1/31/2027 - 5/2/2027

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

1. **Age:** PreK-12 Mandarin 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 Mandarin 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.
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 7th 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. PreK-12 Mandarin classes:** registration fee \$60, material fee \$40, tuition \$1080 (**Before or on 4/5/2026, tuition \$980**)
- 2. Adult Mandarin class (12-week classes) :** registration fee \$40, tuition \$400
- 3. Adult Mandarin class (24-week classes) :** registration fee \$40, tuition \$800

IV. Uniforms:

Summer T-shirt (\$16), winter sweatshirt (\$20), Jacket (\$25) . Please fill in the dimensions and order quantity at the office then make a payment and pick up the uniforms.