



Location: Sun Ray Education Center
1017 Clint Street
Carrollton, TX 75006

(From Beltline, Enter into Erie Street, Turn Right on Walnut St,
Turn Right beside garage drive way)

DESCRIPTION:

Sun Ray Chinese School is a non-profit organization that works to advance the academic, the knowledge, and the cultural minds of today's youth. There are three schools across the DFW Metroplex that opens to all students interested in Chinese culture and language, Math, English, SAT, and other electives, such as, Art Class, Martial Arts, Traditional Chinese Dance, and school competitions. Sun Ray of Carrollton provides students the opportunity to expand their scholastic horizons in these fields of subjects when the local school districts are unable to provide such service. The school does not discriminate students from any creed, race, color, nationality, or ethnic origin for the opportunity to learn and to attain knowledge.

CONTACT INFO:

Principal: Zin Fan	principal@sunraychinese.org or zinfan@craftonco.com 972-620-0038 (office) 972-365-1895 (cell #)
Assistant Principal: Shu Ko English/Math Director: Lucy Cheung	fplace03@yahoo.com 972-416-3680 (home) 214-284-2916 (cell #)

REGISTRATION:

- IN PERSON:** Saturday 12:30 PM - 5:30 PM, Mon./Tues. 6:30 – 8:45 pm at 1017 Clint St, Carrollton, TX 75006.
- BY MAIL:** Select your course(s), complete the Registration Form, enclose a check or cashier check to SUN RAY, and mail to: Sun Ray Chinese School 2703 Quail Ridge Dr. Carrollton, TX 75006 (PLEASE INCLUDE DRIVER LICENSE #)
- TUITION FEE: Payment Must Be Received On or Before Deadline: 7/31/2011 (NO EXCUSES, NO EXCEPTION)**
\$180.00 tuition fee per Math/English Class per semester (13 weeks) and (one contest) Materials included.
\$150.00 per Chinese class per semester (14 weeks).
\$10 fee **per semester** for early registration or **\$25 fee for late registration. Registration Fee are Non-Refundable!**
\$25 fee will be assessed for any late payments. \$25 fee for any Return Check will be charged.
\$15 fee for any Subjects on a "Trial-Out Class." \$25 fee for Grade-Level Placement Test.

CLASS SIZE LIMIT TO 18 Students/Class. We will NOT accept new student enrollment for 2012 Spring semester.

*** Late enrollment will not be allowed after 3rd Sunday class for each semester or if any subject courses are fulfilled to class size limit ***

CLASS CANCELLATIONS:

Sun Ray reserves the rights to cancel, combine, or divide classes to accommodate the changing of time, date, or location of subject course offerings as necessary; and to do so without incurring any obligation. The school may cancel a class at any time if attendance level fails to meet expectation. Efforts will be made to telephone or email the parents or students before the first day of class begins for any subjects or classes that will be canceled; which also includes bad weather and emergency circumstances.

REFUND POLICY:

- 100% Refunded tuition fee only not including registration fee is allowed if canceled by phone, email, or at the school on Sunday before the 1st class day. Please allow 3 weeks to process your refund.
- 100% Refunded tuition and registration fee will be issued if Sun Ray cancels a class.
- 70% Refunded tuition fee excluding registration fee will be issued if canceled within the first 3 weeks of the semester.
- 50% Refunded tuition fee excluding registration fee will be issued if canceled within the first 6 weeks of the semester.
- No Refunds after 6 weeks from the start of 1st day of class meeting of the semester.

SCHOOL GUIDELINES:

- Respect school properties and equipments. Keep classrooms, halls, restrooms, and cafeteria clean at all times. Do Not Liter!
- Parents must pickup your student (s) after their class is over; we cannot baby-sit them.
- No foul language, fighting, or any violence and no sexual acts at the school property that will result in disciplinary actions.
- No running or foul playing anywhere in the building without consent from teachers or school administrators.
- During school hours: Parents are responsible for picking up students 15 minutes before closing hours, otherwise \$5 will be charge for every 15 minutes after school closing.

CLASSROOM RULES:

- Wear your blue Sun Ray T-shirt and complete your homework.
- Be punctual to class and be prepare for class with paper, pencil, and class materials.
- Respect and listen to the teacher as well as respecting other classmates.
- No parents allowed in the classroom.

CONSEQUENCES:

1st Violation: Warning issued

2nd Violation: Parent and student conference

3rd Violation: Loss of Points Exchange or School Awards

4th Violation: Possible suspension or expulsion from the school without refunded tuition and registration fee



INSTRUCTIONS: Please TYPE OR PRINT CLEARLY Thank you!

- Select the course for your student. Circle the appropriate class.
- Switching classes for your student is not allowed without written or consented authorization.
If you want to switch class or grade level, \$20 extra fee will be charged and must be paid to the Principal or Assistant Principal and must bring a receipt to show the teacher in order to be allowed in the classroom.
- All dues must be paid with the registration, otherwise no entry to classroom.
- Class size limit to **15** students per class (first come first serve basis). We will post a waiting list and will notify you when seats available.

Special Note: Parents who want to volunteer in the classroom may contact the teacher.
Students who want to volunteer may contact Principal Zin Fan.

	Monday	Tuesday	Wednesday	Thurs	Saturday	Tuition Fee	
1:00 – 2:00 pm					K-Bridge Math	\$180 Fall \$370 Fall & Spring	
					1 st Math		2 nd Math
					3 rd & 4 th English		
2:15 – 3:15 pm					3 rd Math		
					4 th Math		5 th Math
1 st & 2 nd English							
3:30 – 4:30 pm					6 th Math		
3:30 – 5:30 pm					Chinese 1 st Grade		
					Chinese Bi-Lingual		
6:30 – 7:30 pm	1 st Math	5 th Math	3 rd Math	Private Tutor By Appointment			
			Pre-Algebra				
7:40 – 8:40 pm	2 nd Math	6 th Math	4 th Math	Chinese		Chinese	
			Algebra I				

Student Name					Gender	Male or Female
Student Chinese Name					Birth Date	
Public School Attending					Grade Level	
Father & Mother Name					Home #	
Mailing Address					Cell #	
					Work #	
Parents Email					Refer By	
Student Email						
Primary Language	English	Mandarin	Taiwanese	Cantonese	Other language	
** Emails are used by Sun Ray for informational announcements only. It is NOT intended for commercial advertisement and will not be sold to any third-party companies. Cell phones are for immediate contact only.						

WAIVER OF LIABILITY:

A waiver of liability is required for enrolling in courses that present a potential risk of physical injury to any student. Sun Ray assumes no responsibility for any health related or accidents that might cause physical injury to any students enrolled in these courses. While we take precautions to minimize potential hazards, every student is responsible to take necessary safety measures to protect him or herself from any injuries.

I or We have read and understood all the above registration information and the Sun Ray School regulations.

Sun Ray will give due notice to all changes to requirements, procedures, registration, and regulation information.

It is the responsibility of the students and parents to keep informed of all these changes. Sun Ray is not liable or responsible for the consequences of not being informed of these changes.

Student Signature: _____ **Parent Signature:** _____

Date: _____

FOR OFFICE USE ONLY:

Payment By Check #	\$	Registration Fee Total:	\$	Receipt #	
Payment By Cash	\$	Deposit Pre-Paid:	\$	Authorized By:	
Date Paid:		Registration Fee Paid:	\$		