



Location: Adult Education Center Building C
1820 Pearl St (Across from Carrollton Elementary School)
Carrollton, TX 75006

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 Dept Director: Lucy Cheung	fplace03@yahoo.com 972-416-3680 (home) mcheungusa@yahoo.com

REGISTRATION:

- IN PERSON:** Sunday 12:30 AM - 5:30 PM at 1820 Pearl 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: 07/31/2011 (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 (13 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 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 Litter!
- 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!

1. Select the course for your student. Circle the appropriate class.
2. 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.
3. All dues must be paid with the registration, otherwise no entry to classroom.
4. Class size limit to 18 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.

Class Time	Course Name										Tuition	
11:50-12:55 PM	Math: _____										\$180	
	Speech 402											
1:00-2:05 PM	English:	K-Bridge	1 st	3 rd	5 th	Advance SAT English Verbal					\$180	
	Math:	K4	2 nd (Class 2A)	4 th (Class 4A)	6 th	Pre-Algebra						
		Algebra I	2 nd (Class 2B)	4 th (Class 4B)		Beginner Spanish						
2:15-3:20 PM	English:	K4	2 nd	4 th	6 th	Beginner SAT English Verbal					\$180	
	Math:	K-Bridge	1 st (Class 1A)	1 st (Class 1B)	3 rd (Class 3A)	3 rd (Class 3B)						
		Geometry	Algebra II	5 th (Class 5A)		Advance Spanish						
3:30-5:30 PM Chinese Class		K3	K4	K5	AP Chinese					\$150		
		1 st	2 nd	3 rd	4 th	5 th	6 th	7 th	8 th		Chinese SAT	
3:30-4:30 PM	Math:	SAT Math										\$180

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 #/	\$	Total Tuition Fee:	\$	Receipt No#	
Payment by Cash	\$	Deposit Pre-Paid:	\$		
Date Paid:		Registration Fee Paid:	\$	Authorized By	