



ACSGD- 底特律中文学校

2017-2018 Tuition Refund Request

Requester's Name: _____

Requester's Email: _____

Requester's Phone: _____

Order ID	Student Name	Class (CID)	Reason code	Paid check #	Non-refundable Registration fee paid	Volunteer work deposit	Tuition paid (excluding regis fee)	Tuition refund amount
Total Refund(in the amount of US Dollar)								

Reason Codes:

- 1) Parent/student's request (Tuition refund less registration fee, per school policy)
- 2) Class cancellation by school (Full refund including registration fee)
- 3) Other (please specify) _____

Requester's Signature _____ Date _____

ACSGD School Use Only		
Processed & Database recorded by (ACSGD stuff)		Date:
Approved by (Xiangang Zhang/Yingming Wu for Chinese class; Xiuling Su for Culture class)		Date:
Payment recorded by (ACSGD Accountant)		Date:
Check #		