

底特律中文学校 2022-2023 中文课及文化课退课流程

第一步：进入学校主网站：<https://www.acsgd.org/>

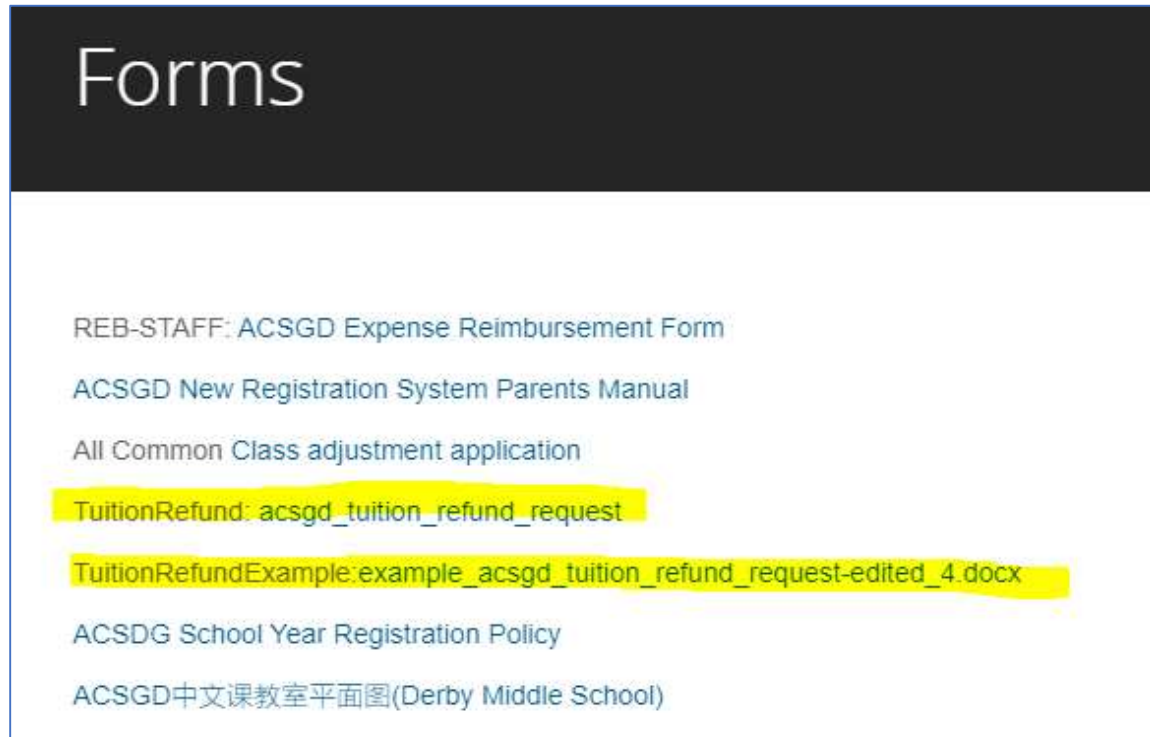


The American Chinese School of Greater Detroit
Address: 1300 Derby Road, Birmingham, MI 48009

HOME SCHOOL CURRICULUM NEWS / EVENTS SELF SERVICE

Sign in for Registration

第二步：在 SELF SERVICE 下拉菜单中找到 FORMS



第三步：点击“[acsgd_tuition_refund_request](#)”下载退课申请单。

第四步：参照“[example_acsgd_tuition_refund_request-edited_4.docx](#)”填写退课申请。

第五步：家长签名之后，将退课申请表和银行划账证明 email 至注册副校长。

第六步：注册，财务，和教务审核后，由财务副校长通知家长，并邮寄退课费支票。整个过程大概需要 1~2.5 周。

- 退款必须填写退课申请表，由中文课副校长或校长，注册副校长以及财务副校长批准。
- 注册费和书费不可退还。
- 开学第二周上课以前，学费可以全额退款。
- 开学第三周上课以前，学费可以半额退款。
- 开学第三周以后，不再处理学费退款。
- 退课时请提交退课申请表和银行划账证明

ACSDG 2022-2023 School Year Class Refund Policy

Step1:

- Go to ACSDG main website <https://www.acsgd.org/>



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Step2:

- Under “SELF SERVICE” dropdown menu, find “FORMS”.



Forms

- REB-STAFF: ACSDG Expense Reimbursement Form
- ACSDG New Registration System Parents Manual
- All Common Class adjustment application
- TuitionRefund: acsgd_tuition_refund_request
- TuitionRefundExample: example_acsgd_tuition_refund_request-edited_4.docx
- ACSDG School Year Registration Policy
- ACSDG中文课教室平面图(Derby Middle School)

Step3:

- Click ” [acsgd_tuition_refund_request](#)” and download the tuition refund form “[acsgd_tuition_refund_request-edited_4.docx](#)”.

Step4:

- Reference “[example_acsgd_tuition_refund_request-edited_4.docx](#)” and fill out “[acsgd_tuition_refund_request-edited_4.docx](#)”.

Step5:

- After signing the above form, the requester sends Refund Form and Bank Transition Proof to the Registration Principal.

Step6:

- ● The treasure will contact the requester and send Tuition Refund Check. The whole process may take 1~2.5 weeks. The \$30 registration fee and the textbook fee are non-refundable.