



# ACSGD- 底特律中文学校

## 2018-2019 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
<b>Total Refund(in the amount of US Dollar)</b>								

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 for Chinese class; Ying Xiong for Culture class)		Date:
Payment recorded by ( ACSGD Accountant)		Date:
Check #		