



# San Diego Chinese Academy

## Registration for School Year 2024-2025

**Register by 5/31 to get Early-Registration-Discount \$50\***

### School Hours:

**Preschool Class** – Sundays, 1:30 – 4:00pm (*Must be 4 years old before 8/31; Parent Presence is required*)

**Immersion/Bi-lingual Class** – Sundays, 1:30-4:30pm

**High School Credit Class** – Sundays, 1:30-5:45pm (plus 25-hrs of field trips on weekends, dates TBA)

**Main Contact:** Lesley Lynn, Registrar, by emailing to [office.sdca@gmail.com](mailto:office.sdca@gmail.com)

Mrs. Amy Sun, Principal @ 858-205-7322.

Online Registration Tech Support: [support@sandiegochineseschool.com](mailto:support@sandiegochineseschool.com)

### Schedule of fees for the whole school year:

1. Registration Fee: **\$50 per student**. No registration fee if registration payment is submitted to the office by the last day of school or mailed by 5/31 (post mark).
2. Tuition: **Preschool/Immersion/Bi-lingual Class - \$840** per student, 30 weeks per school year (including textbooks). **Credit Class - \$1105** per student, 32 weeks per school year (textbooks are NOT included). \$100 discount per student starting from the 3rd sibling in the same family (legal documents required for adopted children). Faculty and board members get an additional 10% off. The 10% discount will be reimbursed during the second semester of the incoming school year.
3. Miscellaneous Fees (coupon store, printing, class materials, etc.): **\$100 per student**.
4. Service Fee: **\$50 per family**. This is fully refundable after the volunteer duty is completed. Refund will be issued in Scrip (gift cards) of your choice(s).

**Withdrawal Policy:** You may withdraw your student from SDCA and receive a refund of the registration payment, subject to a processing fee, up until the fifth week of the new school year. A written application is required in order for you to be eligible for the withdrawal refund. Please contact the Registrar for the Withdrawal form. The processing fee will apply as following. Please allow 2 weeks of processing time.

| Date Of Withdrawal Application    | Processing Fee   |
|-----------------------------------|------------------|
| Before 8/25/2024                  | NA (full refund) |
| 8/25/2024 to First Week of School | \$100            |
| Second Week of School             | \$110            |
| Third Week of School              | \$120            |
| Fourth Week of School             | \$130            |
| Fifth Week of School              | \$140            |
| Sixth Week of School and Beyond   | NO REFUND        |

*\*Free of Registration Fee*



# San Diego Chinese Academy

## ONLINE REGISTRATION INSTRUCTIONS



### New Families

- Fill out parents' contact info and create your credentials
- **Sign in**
- **Add Child** enter student info

### Returning Families

- **Sign in** (If you forgot, use links on the same page to look up username or reset password)
- **Add Child** for new family members

### Review and Update family information:

- Contact info
- Students' **allergy** and **special medical need**
- For Credit class students, please enter your middle / high school counselor name and school mailing address

Register For 2024-2025 School Year

Print Register Form

Mail the Registration Form and the payment to us



# San Diego Chinese Academy

## ONLINE REGISTRATION FAQ

1. I'm a returning parent and I forgot my username and password. Can I use the new family page to create a new account for registration?  
Do **NOT** create a new account if you are a returning parent so we can keep track of your payment history, scrip purchase, and student records. Use the links on the Sign In page to look up your username or to reset password.
2. Our younger children are ready to enroll as new students but we are a returning family. How do we register them online?  
Please sign in to your family account. Use the "Add Child" button to add your new child one at a time. Then register them together. Do not use the new family link to generate a new account. Otherwise, the system will end up charging you service fee twice or will be unable to deduct the sibling discount for you if this new student is your 3rd child enrolled at SDCA.
3. I already printed out my registration form but I need to make some changes. How do I do that?  
Please sign back in to the portal and redo the registration process. Then print out the new registration form. Submit the new registration form with your payment.
4. Can I drop off the registration form and payment to the La Jolla Country Day school office in the summer? What is the SDCA mailing address?  
SDCA will be closed for summer after the last day of school. **Do not drop off your payment to the La Jolla Country Day school office in the summer.** Mail the printed registration form and payment to us. Make check payable to SDCA and write student's name(s) and parent's user name on the memo line. Our mailing address is:

**San Diego Chinese Academy -- Registration**  
**P.O. Box 910093**  
**San Diego, CA 92191-0093**

To contact us in the summer:

| Questions regarding:             | Contact person          | Email / Phone#                        |
|----------------------------------|-------------------------|---------------------------------------|
| Registration                     | Lesley Lynn, Registrar  | office.sdca@gmail.com                 |
| Online registration tech support | Lesley Lynn, Registrar  | support@sandiegochineseschool.com     |
| Others                           | Mrs. Amy Sun, Principal | 858-205-7322 or<br>sdca9999@gmail.com |

5. Do you accept credit card or cash?  
SDCA does not accept credit cards. We accept check.
6. Does this 5/31 deadline for waiving \$50 early registration discount mean the time we hit the finish button online (before 11:59:59pm on 5/31)? Or does it mean the payment has to be received by 5/31?  
Since SDCA office is closed on 5/31, in order to save the early registration discount, we have to receive your payment by postmark on 5/31. If we receive your payment after 5/31 even though your registration form did not charge the registration fee, you still need to repay the fee.
7. Do I have to sign up for volunteering at registration?  
Please select "TBD" if you are not sure what to do. PTA will contact you shortly. Every family is charged the Service Fee at registration. This deposit is fully refundable once you complete your volunteer duty. Review the [SDCA Volunteer Job Description](#) or contact SDCA [PTA @sdcapta@gmail.com](mailto:PTA@sdcapta@gmail.com) if you have further questions about this issue.
8. How do I know my online registration is completed?  
Registration process will not be considered complete until your payment is received. Your kid(s) name(s) won't be included in the final class rosters until the registration is completed. Once we enter your payment in the system, you will receive an email notification. One week before the new school year begins you can sign in to Portal to find out your kids' new class placement, classroom number, and the teacher's name.
9. How do I get the registration payment receipt?  
After we enter your payment in the system, you will receive an email confirmation. Then you can sign back in the portal. On the left side bar, click on the "**Transaction History 付款紀錄**" link. Select your registration date button. Then click on the "**Print Registration Receipt**" button. It will print out the registration receipt. Also it has our school tax id on the receipt. Please consult with your tax advisor regarding tax deductibility of tuition paid.