



## 底特律中文学校 2022 – 2023 学年换班申请表

### ACSGD 2022 - 2023 Class Change Request Form

Student Chinese Name: \_\_\_\_\_ Student English Name: \_\_\_\_\_

Parent's Phone Number: \_\_\_\_\_ Parent's Email: \_\_\_\_\_

Current Class: \_\_\_\_\_ Current Class Teacher: \_\_\_\_\_

Go-To Class : \_\_\_\_\_ Go-To Class Teacher: \_\_\_\_\_

#### Reason for switching class:

☐ Schedule conflict

☐ Not the right level class

☐ Others \_\_\_\_\_

Requester Signature \_\_\_\_\_ Date \_\_\_\_\_

Current Class Teach Signature \_\_\_\_\_ Date \_\_\_\_\_

ACSGD Curriculum Principal Signature \_\_\_\_\_ Date \_\_\_\_\_

☐ \$10 Process Fee payable to ACSGD or QuickPay/Zeller to [finance.cashier@acsgd.org](mailto:finance.cashier@acsgd.org)

#### Class Change Policy:

● An application form for class change must be submitted and approved by Chinese language program vice principle.

1. Requester: Talk to teacher or VP of Chinese Education to get permission.

2. Requester: Fill in the Class Change Request Form and email it to current class teacher. Pay processing fee if applicable.

3. Teacher: Sign Class Change Request Form and email it to VP of Chinese Education.

4. VP of Chinese Education: Sign Class Change Request form and email to VP of Registration.

5. VP of Registration: Update the record in school system.

● After the second class, if change class is needed due to personal reason, a change class processing fee \$10 (each class and time) will be applied.

● If change class is made by school, no processing fee will be applied.

● No processing fee will be applied if the class change happens within the same-grade, but different classed taught by the same teach.