

**Time:** 2:00 – 3:50 pm language classes, 4:00 – 4:50 pm non-language classes

**Period:** Sundays from Jan. 7th to May. 20th, 2018

**Location:** Johnston Middle School (Old high school building, 6501 NW 62nd Ave. Johnston)

- On-line registration deadline: **11:59pm, Jan. 6th, 2018**
- Tuition fee payment and on-site registration: **2:00 pm ~ 3:00 pm, Jan. 7th, 2018**

**Fees for Tuition, online registration and family discount**

Online registration

On-site registration

Language class

\$160 (after \$10 discount)

\$170

Non-language class

\$75 (after \$5 discount)

\$80

New student enrollment (one time non-refundable)

\$25

\$25

Discount for a language class for the 2<sup>nd</sup> and

thereafter students from the same family

\$20

\$20

**How to register online:**

A. Information needed prior to online registration:

1. Student name, age, gender, home address, parent name(s) and contact information (phone and email)
2. Classes to register (Refer to [class information](#) before or during online registration on the website)
3. Current information of student's doctor (name/phone number) and medical insurance (name/policy number)

B. Online registration:

1. Log on ICLS website at <http://www.lowaChineseSchool.org>
2. Click "Registration" on the menu at left to access the online registration site, or [click here](#).
3. Enter the information required and click the "Submit" button. You will receive an email with an eight-character validation code. You must use this code to continue your registration. If you do not see this validation email in your Inbox, please check the "Spam" folder in your email account.
4. ICLS is a non-profit organization and depends heavily on volunteers to keep costs down. We encourage and need you to donate at least 2 hours per semester for school and classroom related duties, so really appreciate your signing up.

**How and when to pay everything in full:**

Bring your receipt if you registered it online. Pay full payment of your tuition on-site at the 1<sup>st</sup> day of each semester at Johnston Middle School (Old High School building) with either check or cash. We do not accept credit or debit card. Mrs. Joyce Fang will lead to collect your payments at Johnston Middle School.

## **Late Fees**

Feb. 1st, 2018 is the deadline to register or to drop a class. For the late payment (after this deadline), an additional \$25 fee will be applied. According to our school registration policy, a full refund of tuition for that course will be granted before this drop deadline. Note that, the one-time new student enrollment fee (\$25) is non-refundable.

## **Additional information and questions**

You can find school policy, class description, and school calendar at the school website.

Please contact Webmaster ( [webmatster@iowachineseschool.org](mailto:webmatster@iowachineseschool.org) ) for online registration and web technical issues, Teaching Director ( [teaching@iowachineseschool.org](mailto:teaching@iowachineseschool.org) ) for teaching related affairs and School Principal ( [principal@iowachineseschool.org](mailto:principal@iowachineseschool.org) ) for all ICLS related issues.

Thank you for your continuous support and we look forward to serving every student in the new semester.

The Board of ICLS

ICLS is a non-profit, volunteer-based 501(c) (3), racially nondiscriminatory and equal opportunity organization.

