



# Southern Connecticut Chinese School

南康中文学校

[www.ynhchineseschool.org](http://www.ynhchineseschool.org)

P.O. Box 207105, Yale Station

New Haven, CT 06520

## How to get refund from School

May 22, 2018

The school keeps the financial record for each family. If you have credit in school, such as, the fund from safety patrol deposit, refund from your overpaid tuition fee, registration fee, etc, you can request the refund. In general, the school will keep the credit as long as you are an active member in school, i.e., you register any class in the school in the academic year or summer camp. If **you are no long an active member for two years, we will write off your credit from the system.**

To streamline the refund process, we prepare several functions for you to get your refund easily. Please follow the steps below:

1. Login to your online account as shown in school website: [www.ynchineseschool.org](http://www.ynchineseschool.org). It is better to login as primary contact of the family.



2. Select a parent role

Please choose a role from the list you want to use for this login

3. Check your profile and mailing address first. **We will only pay to the primary contact and mail to the address in our system.**

## General Access

[My Profile](#)

[Curriculum](#)

[Incident Report Form](#)

[Register Activity](#)

[School Policies and Programs](#)

[School Event Calendar](#)

[School Election May 2016](#)

[Election of Board Director September 2016](#)

[School Financial Documents - Internal Audits](#)

[SCCS Return of Organization Exempt From Income Tax \(Form 990\)](#)

In functions listed above, choose My Profile to check or update. The following graph shows whether you are the primary contact of your family account. Please make sure that there is only ONE primary contact per family.

### My Profile

MemberID: [REDACTED]

FamilyID: [REDACTED]

First Name: [REDACTED]

Last Name: [REDACTED]

Chinese Name: [REDACTED]

Gender  Male  Female

Primary Contact  Yes  No

4. Check your payment history and account balance as shown below: (if you have question regarding your safety patrol duty, check that function).

# Allowed Functions

## Parents Access

- Spouse Profile
- Student List or Add a Student
- Emergency Contact Information
- Parent Agreement
- Registration and Refund Policies
- Course Catalog or Class List
- Course Description and Teacher's Background
- Class Opening/Available Seats
- Register/Update/Drop Classes
- Register Summer Camp
- Print Payment Voucher
- Billing and Payment History**
- Homework
- My Safety Patrol Schedule**

5. If you have credit, you should be able to view the following options in the very bottom of your billing and payment history page.

-50.00		Safety Patrol Deposit 2017-2018 Refund
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**You had a credit, you chose to leave it in your account.**

No action is needed from you.

However, if you want to change your selection, please do one of the following:

- [keep it in my account.](#)
- [request a refund to be picked up.](#)
- [request a refund to be mailed.](#)
- [donate to our school.](#) Thank you!

If you do not do anything, we will keep your credit in our system and you can use in the future. This is what we prefer. It will save a lot of resources for school.

We also encourage you to donate the credit to school (you can choose the partial of your credit to donate). After your choosing that option, a tax-deductible donation receipt will be shown. You can print it and bring to us to sign. Since SCCS is an IRS determined 501(c)3 organization, your donation is tax deductible.

If you choose to pick up the check, we will prepare your refund check in the office for you to pick it up. This will be done when the school is in session.

If you choose to mail the check to you, please do so. We will mail the check to you in a reasonable period.

Thanks a lot.

SCCS Administration team