

**Huaxia South Chinese School**  
**Online Registration and Management System**  
**Frequently Asked Questions (FAQs)**  
**2017-2018**

**1. What's the online registration system URL?**

From the Huaxia South Chinese School public web site <http://www.hxsouth.org>, click "Registration" menu on the menu bar, and scroll down to the "Online Registration" menu item.

**2. What's a family account? How do I get one for my family?**

[Creating new accounts](#) – Only for new families - Important!!!

If you never register any of your family members at Huaxia South Chinese School in the past, you need to create an account for your family's registration.

Please click the "Create New Account" link, fill out all necessary information for creating the account, once completed please click the "submit" button. The system will send the login name and password to your registered e-mail.

After you receive the login password, you can login to your family account. You can then change the login information in your account.

[Family accounts](#)

Every student family must have one family account. After creating an account, you can login to the account to register the classes for your family members. Please do not create the additional accounts in the system. All classes need to be registered within one family account.

**3. How do I avoid the late fee?**

In order to continue to provide our commitment and make sure we will have smooth opening including setting up all level course, ordering text books, contacting teachers as well as the class size management, we request all parents to complete the online registration and paid by **Aug. 13, 2017**. Our admin team will continue to work in the summer to finalize the rest of online registration, contact the teachers as well as the vendor. Otherwise, the online registration system will generate the late fee \$20.00 on top of your registration fee automatically and you will be responsible to pay with the rest tuition.

**4. How to register classes online?**

Entering student information into your family account BEFORE you register classes for your family members, you must enter the student information in your family account; also you can update the student information in the account. Please make sure the student information is accurate.

### Class registration

You can register one-year or one semester classes for your family members. The school will do its best to meet your needs.

After you have registered classes, please submit the registration to the Online Registration System. The system will automatically generate a Registration Record Number and calculate the total fees. The total fees include tuition, class registration fee, PTA membership fee and parent duty fee.

Please print the Registration Confirmation sheet and attach it with your payment.

## **5. Can I modify my class registration?**

You can login to your account and modify the class registration information any time *before* you submit the payment to the school administration office. Once you have submitted the payment, you cannot change the class registration online.

*After* the payment is submitted and you would like to register more courses, you will need to create a new class registration form under your same family account and you will be charged with another registration fee \$15.00.

If you would like to cancel or transfer registered classes, you will need to go on-site to make the change.

## **6. When and where do I make the payment?**

You must submit the payment along with the registration confirmation info within one week after you submit the online registration. If you do not make the payment within two weeks, your online class registration records will be removed by the system.

The system will generate a unique Registration Record Number for every registration. Please Make your check payable to: Huaxia South Chinese School and indicate the Registration Record Number and your home telephone number on the check.

If you would like to pay in person, please bring the Registration Confirmation sheet and your check.

If you would like to mail the payment for the registration, please attach the Registration Confirmation sheet and send the payment to:

Huaxia South Chinese School  
P.O. Box 410  
Marlboro NJ 07746  
Attn: Admin Office

Any returned checks are subjected to charge \$25.00 for Bank service fee. After the payment is applied to your account, you will be able to login to check the payment status.

### **7. How do I request refund?**

You can download the refund form and fill it out, then send it to:

Huaxia South Chinese School  
P.O. Box 410  
Marlboro NJ 07746

Or, you can also hand in the refund form when the school starts.

### **8. When and how can I get the admission notice?**

You can check your admission status online around **August 20, 2017**. The school will send an e-mail as well as mail notifying the availability of admission status.

### **9. Do I need Chinese software for online registration?**

Entering Chinese name is optional in the Online Registration System. When creating or login to your family account, you need to input Chinese only if you want to enter Chinese names for your family members.

If you have Windows 2000 or Windows XP or Windows 7/8 running on your computer, there is a built-in multi-language feature you can use.

For Windows 2000 or Windows XP:

Please go to Start / Control Panel / Regional and Language Options / Languages / supplemental language, and then follow the instruction to install the Chinese Language on your Windows 2000 / Windows XP machine. Once it is installed, you can learn how to input Chinese.

For Windows 7/8:

Similarly, you can go Start / Control Panel / Clock, Language, and Region / Change keyboards or other input methods / Change keyboards... to add Chinese Language support

For others, you can download the NJStar Communicator 2.30 and install it on your PC. That will give you the ability to input Chinese. When you start NJStar Communicator, you actually only started the VIEWER. If you want to type Chinese, you'd have to start the input bar in one of the following two ways:

Right-mouse-click the red NJStar icon in your windows system-try (located down the bottom right corner of your screen), then choose your input method; Click on the "Keyboard" icon from the VIEWER control bar (usually located on the top-right corner of your screen), then select the input method.

#### **10. How to input Chinese using [www.inputking.com](http://www.inputking.com)?**

Just use your browser and go to [www.inputking.com](http://www.inputking.com) and follow the instruction on screen. After you input the Chinese, you can cut and copy it.

**- End -**

Huaxia South Chinese School  
P.O. Box 410  
Marlboro, NJ 07746  
[www.hxsouth.org](http://www.hxsouth.org)