

**EAST SAN GABRIEL VALLEY JAPANESE COMMUNITY CENTER GAKUEN**  
**TUITION INFORMATION**  
**FOR SCHOOL YEAR 2019-2020**

**At Time of Registration**

<b>New Student</b>		
Registration Fee	\$50	
Material Fee	\$50	
Volunteer Service Deposit (per family)	\$100	Will be rolled over to next school year if obligation is fulfilled. Deposit to be forfeited if volunteer service is not fulfilled during the school year and another deposit will be required the following school year.
First & Last Months Tuition	\$130	
Center Membership Fee (per family)	\$75	Fee may be prorated if student registers later in the year

**\*Any required textbooks for your child's class will be a separate purchase.**

<b>Returning Student (Fees below are per child unless otherwise stated)</b>		
Material Fee	\$50	
Volunteer Service Deposit (per family)	\$100	Another deposit will be required if previous academic year's volunteer service was not fulfilled.
First & Last Months Tuition	\$130	

**\* Any required textbooks for your child's class will be a separate purchase.**

**Recurring Fees for All Students**

<b>Monthly</b>		
Tuition	\$65	
<b>Annual</b>		
Center Membership Fee (per family)	\$75	Membership due in full by January 1st

If you register multiple children (siblings), we will be happy to apply a 10% discount for each of the subsequent child's monthly tuition. Please note that the discount is not applicable if making full year payment.

**Tuition is a flat fee per month regardless of attendance.** You will be financially responsible for the entire month's tuition even if your child(ren) misses any class (i.e. tuition is not prorated).

At time of registration, a \$100 deposit (per family) will be collected for the volunteer service requirement. Families are asked to fulfill mandatory volunteer service during the school year, which includes three (3) special events and four (4) yard duties (please see handout labeled "Volunteer Duty"). If the obligation is fulfilled, the deposit will be rolled over to the next school year. **If the obligation is not fulfilled, the deposit is to be forfeited for the year and you will be asked to deposit another \$100 at time of registration for the next school year.**

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**PAYMENT**

Tuition is **due on the first “school” Saturday of each month.** A late charge of \$10 will be assessed if paid after the second “school” Saturday. Tuition for the first and last months of will be collected at time of registration.

Tuition payments may be paid via check or cash. Please make checks payable to ESGVJCC Gakuen and be sure to include your child(ren) and the teacher’s name.

You may pay tuition:

- In person by going to the Gakuen office (Room 2) during school hours
- By mailing your check to:

ESGVJCC Gakuen  
1203 W Puente Ave  
West Covina, CA 91790

**WITHDRAWAL OF ENROLLMENT**

If the family decides to withdraw their child from school, **it is the family’s responsibility to notify the Gakuen office as soon as possible** as all tuition related matters must be cleared. It does not suffice for families to inform only the teacher.

If the office receives notification of withdrawal after the first “school” Saturday of the month, tuition for the month will not be refunded.

\*Note: June payment is not refundable in the event of a withdrawal.

**CONTACT**

If you would like to contact the Gakuen office, please contact us by phone at (626) 337-6174 or email to [gakuen@esgvjcc.org](mailto:gakuen@esgvjcc.org).

**Phones are answered only during school hours (every Saturday 8:30 a.m. – 12:30 p.m.). Should you leave us a message during the week (Monday – Friday), we will return your call on Saturday.**