



TERMS AND CONDITIONS GOVERNING ENROLMENT AND ADMISSIONS TO SHANGHAI DULWICH INTERNATIONAL SCHOOL MINHANG CAMPUS IN 2017/18 School Year

上海德威外籍人员子女学校闵行马桥教学点 2017/2018 学年入学与就读条款及条件

All parents/guardians are requested to note that enrolment and admission to Shanghai Dulwich International School Minhang Campus (the "College") are subject to the terms and conditions set out below ("Terms and Conditions").

在此提请所有家长或监护人注意，在上海德威外籍人员子女学校闵行马桥教学点（以下简称“学校”）入学与就读应遵守以下条款及条件（以下简称“条款及条件”）。

Admissions and College Policies

The enrolment of a prospective student at the College, including the placement of the prospective student into a particular year group, is subject to College admissions and entry policies and all other policies and procedures (including those relating to discipline and curriculum) as amended by the College from time to time.

入学与学校政策

申请学生在学校就读，包括将申请学生安排到某一年级组，应遵守学校就读与入学政策及所有其他政策和程序(包括与纪律和课程相关的政策和程序)，包括学校不时对上述就读政策或其他政策和程序的修改。

Admissions Disclosure and Residence

Prospective students and their parents are required to produce valid documents for admissions purposes as prescribed by the regulatory authorities from time to time. Specific documents required will be notified at the time of admissions and will likely include valid passport, resident visa, work visa, alien employment permit/foreign experts certificate, permanent identity card or mainland pass (as applicable). It is the duty of the parents and legal guardians to comply with the PRC laws, regulations as well as any directives of the relevant authorities in relation to visa and residency, and to fully disclose the nationality, citizenship and visa status of the prospective students and their parents in order for the College to determine the students' eligibility or identify approval required to admit to the College.

入学披露与居留

申请学生及其家长应提供由监管部门不时要求的入学相关的有效材料。具体的文件将在招生时告知，可能包括有效护照，居留签证，工作签证，外国人就业许可证或外国专家证书，永久身份证或大陆通行证（如适用）。家长和监护人有职责遵守中华人民共和国法律、法规以及相关部门关于签证和居留的任何指令，并对申请学生及其家长的国籍，公民身份和签证状态进行完全披露，以便学校判断申请学生入学适格性或要求其提供其他入学批复。

Change in Status

Admission and continued enrolment at the College is conditional upon the parents and students having valid documents to both reside in the permissible locality and attend an international school. It is the parent's responsibility to maintain valid documents for students to remain eligible for continued enrolment at the College. Parents must notify the College immediately of any changes in the parent's or student's nationality, citizenship or visa status. Students who lose eligibility to attend the College will be withdrawn, and fees (including Resource Fee (if applicable), and Tuition Fees) may be forfeited in accordance with the Refunds policies if notification is not received by the withdrawal deadline.

状态变更

家长和学生持有有效的许可文件在当地居留并在国际学校就读为学生在学校入学与就读的前提条件。家长有责任保持学生在学校继续就读适格性的文件持续有效。家长或学生的国籍、公民身份或者签证状态一旦发生变化，家长必须立即通知学校。失去入学适格性的学生应退学，如果在退费截止日期前学校没有收到家长通知，根据退费政策，费用（包括资源费（如适用）和学费）将不予返还。

Withdrawal by the College of an Enrolment Offer

If any of the following occurs, the offer of enrolment or the enrolment itself can be withdrawn or suspended or made subject to new terms and conditions: (i) the College determines that there has been any breach of the College's policies or procedures or these Terms and Conditions, or that circumstances as described in these Terms and Conditions arise that entitle the College to exclude or remove a student, or withdraw or suspend enrolment or make enrolment subject to new terms and conditions; (ii) there has been any misrepresentation or inadequate disclosure about the prospective student including disclosure of the student's or parent's nationality, citizenship and visa status and subsequent changes thereof; (iii) the College determines at any time that it cannot reasonably meet the child's needs, this may include, without limitation, situations where the College was unable to interview the prospective student fully before offering a place to the prospective student (e.g., where the prospective student was overseas) and subsequently determines it cannot meet the child's needs. If a student's existing enrolment is withdrawn, suspended, or made subject to new Terms and Conditions for any of the aforesaid reasons, this will be done pursuant to College policy.

学校撤销录取

若发生以下情况，学校可撤销、中止录取通知或学生的就读，亦可为录取通知或学生的就读制定新的条款和条件:(1)学校认为学生/家长违反学校的政策、程序或本条款与条件，或发生本条款或条件中规定的情况使学校有权开除学生、撤回或终止学生的就读或为其制定新的条款和条件;(2)存在关于学生的不实陈述或不完全披露，包括学生或家长的国籍、公民身份或签证状态及随后变更的披露;(3)学校在任何时间认为其无法合理地满足孩子的需求，可包括但不限于学校在向申请学生发出录取通知前未能充分面试该学生(例如申请学生在国外)而随后认为其无法满足孩子的需求。如因上述原因，学校撤销、中止录取通知或学生的就读，或为录取通知或学生的就读制定新的条款和条件，应按学校的规章制度处理。

Withdrawal by Parent/Guardian

If a parent/guardian desires to withdraw a child for any reason from the College, that parent/guardian shall deliver a written withdrawal notice to the College: (i) by 15th October for withdrawal from or at any time in Term 2 of the school year; (ii) by 31st January for withdrawal from or at any time in Term 3 of the school year; or (iii) by 1st April for withdrawal at the end of Term 3 of the school year or from or at any time in Term 1 of the following school year. If a written withdrawal notice is delivered to the College during a College holiday it will be deemed received by the College on the first day in session following the holiday.

家长或监护人申请退学

若因任何原因，家长或监护人希望学生退学的，该家长或监护人应按照下述规定向学校提交书面退学申请：（1）10月15日之前，提出自该学年第2学期的退学或第2学期任何时间退学的申请；（2）1月31日之前，提出自该学年的第3学期的退学或第3学期任何时间退学的申请；（3）4月1日之前，提出在该学年第3学期结束时退学或在下一学年第1学期任何时间退学的申请。如在学校放假期间将书面退学申请提交给学校，应视为学校在假期后上课的第一天收到该退学申请。

Tuition Fee Refund Policies

A full term's Tuition Fees are payable for any term during which the student is in attendance be it for part or all of that term, and for the term for which inadequate withdrawal notice is given. If adequate withdrawal notice is given, the balance amount of the Tuition Fees paid will be refunded after deducting a 5% surcharge per term attended by the student in the school year from which the student is withdrawn (5% surcharge only applicable to payment on annual basis). If late withdrawal notice is given, the balance amount of the Tuition Fees paid will be refunded after deducting (i) the Tuition Fees for the term withdrawn late and (ii) a 5% surcharge per term attended by the student in the school year from which the student is withdrawn and for the term withdrawn late (5% surcharge only applicable to payment on annual basis); if Tuition Fees have not been paid they shall remain due and payable. In respect of students enrolled prior to school year 2017/18 only, the Resource Fee shall be used to offset the foregoing sums due arising from late withdrawal and the parents/guardians remain liable should there be any shortfall.

学费退学政策

如未给出充分的退学申请的情况下，家长或监护人应支付学生已出席的学期（不论出席了该学期的部分或全部）以及未给予充分退学申请的学期的全部学期学费。如已给出充分的退学申请的，已支付的学费余额将在扣除从学生退学的该学年内学生出席的学期收取每学期5%的附加费后退还（5%的附加费仅适用于按年度支付的学费）。逾期通知的，在扣除下列所述内容后退还学费余额：（1）逾期退学学期的学费以及（2）从学生退学的该学年内已出席的学期及逾期退学学期的收取每学期5%的附加费（5%的附加费仅适用于按年度支付的学费）；未缴纳学费的，应当按时缴纳应付款。仅就2017-2018学年前入读的学生而言，资源费须用于抵扣因逾期退学而产生的上述款项，如有差额，家长或监护人仍须承担责任。

The College requires firm commitment for enrolment after the applicable withdrawal deadline, therefore once an enrolment place has been reserved, full Tuition Fees for the relevant first term will be due and any withdrawal from that term shall be treated as late withdrawal. All Tuition Fees and charges are subject to variation at any time and the rates shown to a parent/guardian may not be the rates applicable on the date when a place is offered or when withdrawal is made.

学校要求在适用的退学截止日期前家长或监护人对入学有作出明确的承诺，因此一旦保留入学名额，家长或监护人应支付相应第一学期的全部学费，而该学期的任何退学申请都将被视为逾期退学。所有的学费和费用随时都有变动，家长或监护人看到的费率不一定是在名额提供或退费时所适用的费率。

Refund Schedule of Tuition Fees Paid

Refund Schedule of Tuition Fees Paid				
	Written Notice On or Before 1- Apr	Written Notice On or Before 15- Oct	Written Notice On or Before 31- Jan	Written Notice On or After 1- Feb
Annual Fees	100%	65%	30%	0%
Term 1 Fees	100%	0%	N.A.	N.A.
Term 2 Fees	N.A.	100%	0%	N.A.
Term 3 Fees	N.A.	N.A.	100%	0%

* For illustration purposes only, kindly refer to the policies set out above.

Miscellaneous Charges

Parents/Guardians in addition agree to pay the Resource Fee, School Lunch charges, School Bus Service charges, School Trip fees and other miscellaneous charges required for school. The terms of payment and if applicable the terms of refund will be notified by the service providers or the College whether via the Fee Schedule, invoice or other methods.

已支付学费退款时间表

已支付学费退款时间表				
	4月1日或之前收到书面通知	10月15日或之前收到书面通知	1月31日或之前收到书面通知	2月1日或之后收到书面通知
2017/2018 学年 学费	100%	65%	30%	0%
2017/2018 第一 学期学费	100%	0%	不适用	不适用
2017/2018 第二 学期学费	不适用	100%	0%	不适用
2017/2018 第三 学期学费	不适用	不适用	100%	0%

*仅用于说明目的，请参阅上述政策

The parent/guardian accepts that a student's entitlement to begin or continue classes at the College is conditional upon payment in full of each term's Tuition Fees and all other charges for which the parent/guardian is liable including all charges set out in the Fee schedule for the relevant school year and other charges notified to the parent/guardian from time to time via invoice or other methods. The parent/guardian shall take full responsibility to ensure that payment is made in full whether or not Tuition Fees and other charges are paid by the parent/guardian or the employer of one of the parents/guardians.

家长或监护人同意，全额缴纳每学期的学费及其他应付费用（包括相关学年费用表中所列的所有费用及学校不时通过发票或其他方式通知家长或监护人的其他费用）是学生在学校开始或继续就读的前提条件。家长或监护人应对确保全额支付学费和其他费用承担全部责任，无论学费和其他费用是由父母或监护人或者父母或监护人任何一方的雇主支付。

Administration Charge for Late Payment

If the parent/guardian does not pay any type of fees or charges due to the College on time, a late payment administration charge of RMB 1,000 will be imposed for each late payment reminder

issued by the College. That is, RMB 1,000 will be charged when the College issues the first reminder, and if fees or charges are still not paid after the first reminder, another RMB 1,000 will be charged if the College issues a second reminder. However, this administration charge will not apply to pre-approved payment plans agreed in writing by the College prior to the deadline for payment of the relevant fees or charges.

延误付费所产生的行政费用

如家长/监护人未能及时向学校支付各类型的应付费用，学校发出每次延误付费的催款提醒时将加收人民币一千元行政费用。即，在学校发出第一次催款提醒时将加收人民币一千元行政费用，在学校发出第二次催款提醒时将再次另外加收人民币一千元行政费用。但若在相关费用的支付截止日期前与学校达成预先批准的付款计划的书面协议，不收取延误付费所产生的行政费用。

Payment in Foreign Currency

Fees are denominated in RMB. If any payment of any sum due to the College is made in a currency other than RMB then the payment shall be deemed to have been converted to RMB at the prevailing exchange rate published by the People's Bank of China at the time of payment. If there is any shortfall in an amount received by the College (including without limitation as a result of bank fees or foreign exchange conversion), the parent/guardian shall be liable to pay such shortfall to the College upon demand. The College shall also have the right to carry forward and add such shortfall to the next term's fees.

外币付款

学校收取的各种费用均以人民币计。若以人民币以外的其他货币支付学校的应付款项，则该付款应被视为已按付款时中国人民银行公布的现行汇率兑换为人民币。若学校收到的款项有任何差额(包括但不限于因银行手续费或外汇兑换产生的)，家长或监护人应负责向学校补足。学校也有权将该等差额转结至该学生下学期的学费中。

Exclusion for Non-Payment

In addition to any charges that may be imposed, the College reserves the right to exclude a student where parents/guardians fail to pay in full the Tuition Fees or any other sum for which a parent/guardian is liable by the payment deadline. The College may also withhold any information, character references or property in the aforesaid circumstances. If the aforesaid circumstances persist or there are no reasonable prospects of payment by a parent/guardian, the College reserves the right to withdraw the student. Without prejudice to the College's rights, the College shall endeavour to take reasonable steps to ensure that any such act does not cause direct, identifiable and unfair prejudice to the legitimate rights and interests of the student.

因未缴费而被停学

若家长或监护人未在付款截止日期前全额缴付学费或任何其他应付费用，除可能额外收取的费用外，学校有权对该学生停学。在上述情况下，学校亦有权扣留任何资料、品德证明函或私人物品。如前述情况持续或学校无法合理预见家长或监护人会付款，学校有权开除该学生。在不损害学校权利的前提下，学校应尽可能采取合理措施确保上述行动不会对学生的合法权益造成直接的、显著的、不公平的危害。

Personal Data

Parents/guardians hereby unreservedly consent to the College's collection, disclosure, retention and use of personal data, photographs and videos relating to the students and their parents and prospective students and their parents for the purposes of College operations and activities consistent with the ethos and philosophy of the College, which form part of the learning and

teaching and pastoral care, or which directly or indirectly advance the educational and development potential of the students, including without limitation public communication through the College's communication channels including the College's materials, brochures, websites, advertisements or press releases to provide information on the intended curriculum, academic testing results, or the College's academic, co-curricular, cultural and sporting activities and events whether held in conjunction with or organised by other Dulwich Colleges, affiliates of any Dulwich College, or other schools located in or outside of the city or country in which the College is situated, unless such consent has been explicitly withheld by parents/guardians in writing at the time of application. The parents/guardians further confirm that by signing these Terms and Conditions, the parents/guardians are giving consent for themselves as well as on behalf of the student or prospective student with respect to the collection, use, retention and disclosure of personal data relating to them.

个人信息

除非家长或监护人在申请时以书面方式明确拒绝同意，家长或监护人在此无保留地同意学校为运营和活动(该等运营和活动应符合学校的精神和理念，为教学教导和德育的一部分，或直接/间接地促进学生的教育和发展潜力)之目的，对学生及申请学生及其家长的相关个人信息、照片和视频进行采集、披露、保留及使用。该等运营和活动包括但不限于，通过学校的材料、手册、网站、广告或新闻稿等沟通渠道，提供拟办课程、学习成绩或学校的学术、课外活动、文化及体育活动和盛会(无论由其他德威学校、德威学校的关联方或学校所在城市或国家以内或以外的其他学校组织的，或由其与学校联合举办的)信息的公开沟通。家长或监护人进一步确认，其签署本条款和条件即为代表其自身以及学生和申请学生及其家长同意学校采集、披露、保留及使用与其相关的个人信息。

Termination by the College

The College may at any time terminate this agreement and the prospective student's enrolment may be withdrawn or suspended or made subject to new terms and conditions on one term's written notice, or on less than one term's notice where the College has reason, in its opinion, to determine that permanent exclusion or removal is required. The College shall not take such action without good cause and, where possible, full consultation with a parent/guardian and the student (if in the College's opinion the student is of sufficient maturity and understanding). Exclusions shall be carried out according to College policy, which is available to parents/guardians. Parents/guardians have the right to appeal to the Board of Trustees on a decision to permanently exclude a student.

学校终止协议

学校以提前一个学期的书面通知，或者在其有正当理由认为开除为必须的情况下以少于一学期的通知期的书面通知，便可随时终止本协议，并且学校可撤销、中止申请学生的就读，亦可为学生的就读制定新的条款和条件。学校不得在无正当理由的情况下采取上述行动，并应尽可能与家长/监护人和/或学生（如果学校认为学生足够成熟并有足够的理解能力）进行充分的协商。停学应按学校政策办理，停学政策可向家长/监护人提供。家长或监护人有权向顾问委员会上诉永久开除一名学生的决定。

Parental Consent

If one parent/guardian of a student consents to or approves a course of action, both parents/guardians will be deemed to have given such consent or approval, and the College shall not be obliged to obtain the consent of both parents/guardians. Where the need arises, the College may authorise the taking of such action as the College deems necessary or desirable in the circumstances, including obtaining medical examination or treatment of a student, calling for further medical or specialist advice or treatment or the removal of the student to a hospital or other location, all expenses thereby incurred being for the parent's/guardian's account. The College will

endeavour to contact one or both parents/guardians in the above circumstances and endeavour to obtain their consent but where neither parent/guardian can be reasonably contacted or if the College deems that the circumstances do not reasonably allow for such contact to be made, the College is hereby authorised to take such action as it deems necessary or desirable in the interest of the student and the College.

家长的同意

只要孩子一方家长或监护人就某一事项所给予同意或许可，则双方家长或监护人将被视为就该事项所给予同意或许可，且学校无义务征求双方家长或监护人的许可。在必要情况下，学校可授权采取其认为必要或可取的行动，包括对孩子进行医疗检查或治疗，寻求进一步的医疗或专家意见或治疗，或将孩子转移到医院或其他地点等等，因此产生的费用均由孩子家长或监护人承担。上述情况下，学校会努力与家长或监护人一方或双方取得联系，但若双方父母均联系不到或学校认为当时客观情况不允许，家长或监护人在此授权学校可从孩子及学校利益的角度出发采取学校认为的必要或可取的行动。

College Liability

The College shall not be held liable or responsible for any personal or other injury or loss that a student, parent/guardian or any other person may sustain at any time:

- outside the College gates or premises including without limitation on the road, pavement or car parks outside the College, notwithstanding that College staff may be present or providing traffic control guidance at such location.
- on a school bus or on a school trip save as specified in the College's school bus and trips policy.
- within the College gates or premises unless such injury or loss is sustained during a College supervised activity and is directly and fully attributable to the fault or negligence of the College, the College officers or the College employees. In particular, the parent/guardian acknowledges that some College activities including without limitation sporting and play time activities are important to the students' educational and developmental needs, but by their nature such activities may involve the risk of physical injury even though the College has taken reasonable steps to minimise the risk of injury
- anywhere, whether within or outside the College gates or premises, in connection with any unsupervised activity or any activity partly or wholly supervised or provided by any third party other than the College.

学校责任

学校不应为孩子、家长或监护人或其他个人在以下情况下的任何时间可能遭受的任何人身或其他伤害或损失承担任何责任：

- 发生在校门外或校园外，包括但不限于学校外的道路、人行道或停车场，尽管学校工作人员可能在场或在该地点提供交通管制指引。
- 发生在校车上或者学校旅行中，除非学校校车和出行政策另有规定。
- 发生在学校大门或场地内，除非该等伤害或损失在学校监管活动期间发生的，且直接并完全归责于学校、学校管理人员或者学校职员的过错或疏忽。特别是，家长或监护人承认学校的一些活动，包括但不限于体育和游戏时间的活动对学生的教育和发展需要是重要的，但此类活动的性质可能涉及身体受伤的风险，尽管学校已采取合理措施将受伤的风险降到最小
- 任何地方发生的（无论在校门内或校门外、校园内或校园外）与任何监督活动或任何由学校以外的任何第三方部分或全部监管或提供的活动有关的活动。

Discloser

Please note that it is important to declare in writing all medical, behavioral, emotional and other issues that might affect your child's life at the College. In the case of a student with special educational needs, the College shall have the right to assess at any time whether it can provide or

continue to provide adequate educational care and provision. If your child has previously been asked to leave another school, this information must be provided. Failure to give full and frank disclosure in writing at any time during the application process shall entitle the College to withdraw or suspend the offer of enrolment or the enrolment itself or to make the offer or enrolment itself subject to new terms and conditions with immediate effect. .

披露

家长或监护人请务必向学校披露所有可能影响到您孩子在学校期间人身安全的健康、行为、情绪及其他问题。对于有特殊教育需求的孩子，学校有权随时评估学校是否能够提供或者继续为孩子提供充分的教育服务。如您孩子之前曾被其他学校开除，家长或监护人应如实向学校反映该情况。如家长或监护人在入学申请过程中未充分披露如实陈述，则学校有权立即撤销、中止录取通知或学生的就读，或为录取通知或学生的就读制定即刻生效的新条款和条件。

These Terms and Conditions are subject to amendment by the College and shall take effect within 30 days from the date written notice is given to a parent/guardian, whether by printed copy, email notification, website notification or otherwise

学校有权对本条款和条件进行修改，并该等修改应在书面通知发给家长或监护人 30 天内生效，无论是通过打印副本，电子邮件通知，网站通知或其他方式。

I confirm that I have read and understood the Terms and Conditions.

本人确认已阅读并理解条款及条件。

Student's Name: _____ Year Level _____

Student's Name: _____ Year Level _____

Father's Name (printed): _____

Father's Signature: _____

Date of Signature: _____

Mother's Name (printed): _____

Mother's Signature: _____

Date of Signature: _____

学生姓名: _____ 年纪 _____

学生姓名: _____ 年纪 _____

父亲姓名（打印）： _____

父亲签名： _____

签署日期： _____

母亲姓名（打印）： _____

母亲签名： _____

签署日期： _____