



TERMS AND CONDITIONS
ENROLMENT AND ADMISSIONS
SIP DULWICH COLLEGE UNITED SCHOOL

苏州工业园区德威联合书院
入学与就读条款及条件

Party A: SIP Dulwich College United School (the “College”)

甲方：苏州工业园区德威联合书院（“学校”）

Party B 乙方：（请规范书写）

Name of the Parent/Legal Guardian of the Student:

家长姓名/学生监护人姓名：

Identity Card/Passport No. of the Parent/Legal Guardian of the Student:

家长/学生监护人 身份证/护照号码：

Name of the Parent/Legal Guardian of the Student:

家长姓名/学生监护人姓名：

Identity Card/Passport No. of the Parent/Legal Guardian of the Student:

家长/学生监护人 身份证/护照号码：

Name of the Student:

学生姓名：

Identity Card/Passport No. of the Student:

学生 身份证/护照号码：

Residential Address of the Parent/Legal Guardian and the Student:

学生及家长/监护人居住地址：

Party A and Party B agree to enter into this Agreement to set forth the terms and conditions governing the Student’s enrolment and admission to the College (“**Terms and Conditions**”).

甲乙双方同意签署本协议，以约定学生在校入学与就读的条款和条件。

1. *Admissions and College Policies.* The enrolment of the Prospective Student into the College is subject to College admissions and entry policies and all other policies and procedures (including those relating to discipline, curriculum, data protection and guardianship etc.) as



amended by the College when necessary.

就读与学校政策：申请入学的学生于学校就读须符合学校的招生及入学政策、所有其他政策及流程（包括学校纪律、课程、信息保护以及监护方面的政策及流程），以及学校必要时对此等政策及流程所作的修订。

2. **Admissions Disclosure.** Prospective Student and the Parents are required to produce valid documents for admissions purposes as prescribed by the regulatory authorities and/or the College from time to time. Specific documents required will be notified at the time of admissions.

录取时的信息披露：申请入学的学生及家长应根据监管部门和/或学校不时的要求提供入学所需的有效材料。具体所需文件会在招生时告知。

For a Student holding foreign nationality, citizenship or passport (including the students from Hong Kong, Macau and Taiwan), valid passport, resident visa, work visa, alien employment permit/foreign experts certificate, permanent identity card or mainland pass (as applicable) of the Student and the Parents will likely be required. It is the duty of the Parents and Legal Guardians of a foreign Student 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 Student and the Parents in order for the College to determine the Students' eligibility or identify approval required to admit to the College.

对于拥有外国国籍、公民权或护照的学生（包括来自香港、澳门、台湾的学生）：学生及家长可被要求提供有效护照、居留许可、工作签证、外国人就业证/外国专家证、永久性居民身份证或来往大陆通行证（如适用）。家长和监护人有责任遵守中国法律法规在签证和居留方面的要求以及相关主管部门规定，并应全面披露申请入学的学生及家长的国籍、公民身份和签证状态，以便学校确定学生是否具备就读学校的资格或所需的入学批准。

3. **Change in Status.** Admission and continued enrolment at the College is conditional upon the Parents and Student having valid documents for admissions purposes as prescribed by the regulatory authorities and/or the College from time to time. 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 the refund of tuition fees and other fees shall follow the refund policies set out below.

状态变更：学生入学和在学校持续就读的前提为家长和学生均持有符合学校及主管部门就读条件的有效文件。家长与学生持有相关政府主管机关和/或学校不时要求的入学相关的有效文件为学生于学校入学与就读的前提条件。若家长或学生的国籍、公民身份或签证状态有任何变更，家长应立即告知学校。不再符合学校就读资格的学生应退学，学费及其他费用的退还按照下文退费政策处理。

4. **Disclosure of Other Information.** Please note that it is important to declare in writing all medical, behavioral, emotional, bullying or other issues that might affect the Student's life at the College. For the boarding Students, the Parents/Legal Guardians hereby explicitly consent to the College to conduct the physical and mental wellbeing health checks ("Boarding Check"). 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 the Student has previously been asked to leave another school, this information must be provided. The students and parents/guardians shall sign the behavior statement before entry to the College. Failure to give full and frank disclosure in writing or pass the Boarding check at any



time shall entitle the College to withdraw or suspend the offer of enrolment, boarding application, or the enrolment itself or to make the offer or enrolment itself subject to new terms and conditions with immediate effect.

其他信息披露：家长/监护人请务必向学校披露所有可能影响到学生在校期间人身安全的健康、行为、情绪、校园霸凌及其他各类问题。对于寄宿的学生，家长/法定监护人在此明确同意学校可进行身心健康检查（“**寄宿检查**”）。对于有特殊教育需求的学生，学校有权随时评估学校是否能够提供或者继续为学生提供充分的教育服务。如学生之前曾被其他学校开除，家长/监护人应如实向学校反映该情况。学生以及家长/监护人应在入学前签署行为准则才能被正式录取。如家长/监护人未充分披露如实陈述或未通过寄宿检查，则学校有权立即撤销、中止录取通知或学生的就读或寄宿申请，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。

5. **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 the Parent's nationality, citizenship and visa status and subsequent changes thereof; (iii) the College determines at any time that it cannot reasonably meet the Student's needs, this may include, without limitation, situations where the College was unable to interview the Student fully before offering a place to the Student (e.g., where the Student was overseas) and subsequently determines it cannot meet the Student'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：若发生下列任一情形，学校可对录取通知书或就入学本身进行撤销、暂缓，亦可为录取通知或学生的就读制定新的条款和条件：(i) 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；(ii) 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；(iii) 学校在任何时间认为其无法合理地满足学生的需求，可包括但不限于学校在向学生发出录取通知前未能充分面试该学生（例如学生在国外）而随后认为其无法满足学生的需求。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，应按学校的相关政策处理。

6. **Personal Data.** Parents/Legal Guardians hereby consent for themselves and on behalf of the student or prospective student with respect to the College's collection, disclosure, retention, use and sharing of personal data, including 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 by the College or in conjunction with or organized by other Dulwich Colleges, affiliates of any Dulwich College, sister schools 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/Legal Guardians in writing. The College shall not be held accountable for any photos or videos of students participating in public events (e.g., sporting events, concerts, theater performances, etc.) taken by parents or members of the public and shared thereafter via social media or other means. Parents/guardians further agree to the College sharing personal data for the purposes stated above, with their professional partners and institutions, and any third-party service providers, such as cloud services and insurance providers (“**Third Party Service Providers**”) listed in the [College’s Data Asset Register](#), as updated by the College from time to time. Parents/guardians are responsible for any cause of action arising from the processing of personal data by Third Party Services Providers where such personal data is provided directly to such Third Party Service Providers. Please contact the College if parents/guardians have any questions with respect to their data privacy issues or wish to access, update any personal data.

个人信息：除非家长/监护人以书面方式明确拒绝，家长/监护人代表自己和学生（或申请学生）特此同意，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，对学生及其家长的相关个人信息（包括学生的获奖及大学录取情况）、照片和视频进行采集、披露、保留、使用及转让。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（无论由学校的姐妹学校或上其关联方或其他学校组织的，或由上述实体与学校联合举办的）信息的公开沟通。对于家长或公众人士拍摄的学生参加公共活动(如体育活动、音乐会、戏剧表演等) 并随后通过社交媒体或其他方式分享的照片或视频，学校不承担责任。家长/监护人进一步同意，学校可为了上述目的将个人信息共享给其专业合作伙伴和机构，以及学校不时更新的数据登记表记录的位于中国境内或者境外的服务提供商第三方服务提供商，例如云服务、保险公司（“**第三方服务提供商**”）。对于家长/监护人直接自行向第三方服务提供商提供的与自己或学生的个人数据的行为，家长应承担相应责任。若家长/监护人对于其数据隐私信息有任何问题或者是希望访问和更新个人信息，可与学校取得联系。

7. *Parental Consent.* If one Parent/Legal Guardian of a Student consents to or approves a course of action, both Parents/Legal 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/Legal Guardians. Where the need arises, the College may authorize 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 a Student to a hospital or other location, all expenses thereby incurred being for the Parent’s/Legal Guardian’s account. The College will endeavor to contact one or both Parents/Legal Guardians in the above circumstances and endeavor to obtain their consent but where neither Parent/Legal 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 authorized to take such action as it deems necessary or desirable in the interest of the Student and the College.

家长同意：如学生家长/监护人一方同意或批准学校某项行动，应视为家长/监护人双方均同意或批准此项行动。在必要情况下若有需要，学校可授权采取其认为在实际情况下实属必要或适当的行动，包括为学生获取医学检查或医学治疗，寻求进一步医学或专家意见或治疗，或将学生送往医院或其他地点，所产生的一切费用由家长/监护人承担。在上述情况下，学校会尽力联系家长/监护人一方或双方，并尽力取得家长/监护人同意；但家长/监护人特此授权，在学校无法通过合理方式联系到家长/监护人任何一方的情况下，或在学校认为实际情况不允许通过合理方式联络家长/监护人的情况



下，学校有权出于学校和学生利益的考虑，采取其认为必要或应当的行为。

8. *Guardianship.* Without prejudice to the authorized actions by the College under the circumstances described under the section Parental Consent, Parents shall always remain responsible for all decisions concerning the Student and confirm all matters concerning the Student's admission and studies, including continuous fulfillment of the admissions criteria. Where both Parents are absent from home or where the students are boarding at the College, no matter the age of the student or length of parental absence, the Parents shall appoint legal guardians, the Parents' and Legal Guardians' shall jointly undertake the duties of guardianship and supervise the Student's activities outside of the College for which the College is not liable or responsible.

监护：在不影响上述“家长同意”章节中所述学校有权采取行动的情况下，家长将始终负责与学生有关的所有决定并确认学生入学及就读的所有事项，包括持续符合入学标准的事项。若双方家长皆不在家或学生于学校寄宿，不论学生的年龄或家长不在家的时间长短，家长应委任监护人，家长及监护人应同时承担监护责任并同时监督学生的校外活动，学校对此不承担责任和义务。

9. *College Liability.* In the event of any student injury accidents, the responsibilities of the College shall be determined according to the MEASURES FOR HANDLING STUDENT INJURY ACCIDENTS issued by the Ministry of Education with effect as of 1 September 2002.

学校责任：如有任何学生伤害事故，学校的责任将依据教育部颁布的于 2002 年 9 月 1 号实施的《学生伤害事故处理办法》界定。

10. *Force Majeure.* Force majeure means any event or occurrence which prevents or delays a party from performing any or all of its obligations under this Terms and Conditions, and which arises directly from, or is directly attributable to acts, events, omissions or accidents which are unforeseeable and beyond the reasonable control of the party so prevented or affected, and may include acts of god, pandemic, earthquake, governmental act, war, fire, flood, explosion or civil commotion. The College shall not be liable to the parents for any delay or non-performance of its obligations under this Terms and Conditions arising as a direct result of an established force majeure event. The College will use reasonable efforts to mitigate the impact of the force majeure event and promptly resume the performance of those obligations impacted as soon as reasonably practicable. In the event of a force majeure event which prevents the College from delivering on campus learning, parents hereby consent to the College may make alternative arrangements without refund to parents, where practicable, to minimise disruption to students' education while complying with the requirements of relevant government authorities. The alternative arrangements may include change of the way that the curriculums are delivered, including adoption of e-learning. Such arrangement shall reflect the common practice then available, with an aim to ensure continuity of student's education and students' overall interests.

不可抗力：不可抗力系指阻止或延迟一方履行本条款及条件下的任何或所有义务的任何事件或情形，且该事件可归因于不能预见、不能避免并不能克服的客观情况且超出一方合理控制的行为、事件、不作为或事故，并可能包括自然灾害、疫情、地震、政府行为、战争、火灾、洪水、爆炸或民众骚乱。因不可抗力事件而导致的任何延迟或不履行本条款和条件下的义务，学校不承担责任。但学校将尽合理努力减轻不可抗力事件的影响，并在合理可行的情况下尽快恢复履行受影响的义务。对于不可抗力事件导致的无法在校学习，学校不予退费，家长同意学校可采取其他安排，以尽量减少对



学生教育的影响同时符合有关政府部门的要求，其他安排包括改变课程的授课方式，含线上学习。该安排应反映当时普遍做法，以确保学生教育的连续性和学生学习的整体兴趣。

11. Internet Usage 互联网的使用

11.1 Parents acknowledge that the College incorporates e-learning as part of its curriculum, either to supplement on campus learning or as a substitute when access to campus facilities becomes unfeasible for reasons outside the reasonable control of the College.

家长知悉学校已将在线学习纳入教育课程，作为在校学习的补充，或者发生学校无法控制的状况致使学生无法在校学习时，作为替代性措施。

11.2 The parent agrees that they are aware of the relevant College Policies and they will take responsibility in monitoring the student's Internet usage. Parents agree that they will cause the student, in the e-learning organized by the College, to comply with the Constitution and laws of China, to show respect for social moralities, and not to engage in activities that may impair cybersecurity, endanger national security and interests, incite subversion of the state power or overthrow of the socialist system, incite splitting of the country, undermine national unity, advocate terrorism and extremism, ethnic hatred and discrimination, spread violent and pornographic information, fabricate and disseminate false information to disrupt economic and social orders, or infringe upon the reputation, privacy, intellectual property and other legitimate rights and interests of others.

家长同意其已知悉学校的相关政策并将负责监督学生对于互联网的使用。家长同意会教育学生在在线学习中遵守中国宪法和法律，尊重社会公德，不从事危害网络安全、危害国家安全和利益的活动，不煽动颠覆国家政权，不颠覆社会主义制度，煽动分裂国家，破坏民族团结，宣扬恐怖主义、极端主义、民族仇恨和种族歧视，传播暴力色情信息，编造和传播虚假信息，扰乱经济社会秩序，或者侵犯他人的名誉、隐私、知识产权等合法权益。

11.3 Student shall not sub-license or permit use by any third party the e-learning accounts without the consent from the College.

未经学校同意，学生不得许可或允许任何第三方使用其在线学习的账户。

11.4 Parents understand that granting permission the access of the communication equipment (including without limitation, microphone/speaker/camera) by the e-learning platform designated by the College may be desired under the e-learning environment, and further give consent that the students may be recorded in the synchronous sessions of e-learning. Parents should discuss with the College if they have any concerns about the student being recorded, or request participation in e-learning via audio-only.

家长知悉，在线上学习的环境下，需同意网上学习平台使用通讯设备(包括但不限于麦克风/扩音器/摄影机)，并进一步同意在即时线上课程中对学生进行录音或录像。如果家长对学生被此有任何担忧应与学校讨论，或要求通过音频方式参与在线学习。

12. Payment Policy 学费政策

12.1 **Attendance Conditional Upon Full Payment.** The Parent/Legal Guardian accepts that a Student's entitlement to begin or continue classes at the College is conditional upon payment in full of each Study Period's tuition fees and all other charges for which the



Parent/Legal Guardian is liable. Please note that all fees and charges are subject to variation at the College's discretion each school year. The Parent/Legal Guardian shall take full responsibility to ensure that payment is made in full. The specific due date shall be subject to the invoice issued by the College.

足额缴纳所有费用为就读前提：家长/监护人同意，全额缴纳每个课程阶段的学费及其他应付费用是学生在学校开始或继续就读的前提条件。请注意所有费用由学校每学年根据情况自主调整。家长/监护人有责任确保款项的全额支付，具体付款截止日期按照学校的付款通知上规定的时间。

12.2 Resource Fee 资源费

A Resource Fee is a supplementary fee payable on acceptance to the College to support the initial investment of educational resources. The Resource Fee for the relevant school year is set forth by the College in the payment notice. This Resource Fee is held by the College to ensure that College property including: books, reference materials, IT equipment, science equipment and other academic and co-curricular resources are duly returned to the College in satisfactory condition. The Resource Fee will be refunded to Parents/Legal guardian when the student leaves the College after the return of College property and deduction of any reimbursement due to damage to the College property and deduction of any outstanding tuition fees, charges, and penalties payable to the College. The Parents/Legal Guardian remain liable should there be any shortfall. Any refund of the Resource Fee shall be without interest.

资源费是学生入学前需支付的一项附加费用，用于支持教育资源的初始投资。各学年的资源费金额由学校在付款通知中列明。学校持有的资源费将用于保证学生离校前会将学校的财产状况良好的归还给学校，学校的财产包括：书籍、参考资料、IT 设备、科学设备及其他学术及课程资源。学生归还学校财产后，资源费将在在退学时退还给家长/监护人，但应扣除因损坏学校财产而产生的费用、逾期未付的学费、杂费和违约金等费用。不足以抵扣的部分，家长/监护人应补足差额。退还的资源费不计利息。

12.3 Tuition Fee Payment 学费缴纳政策

(i) In principle, tuition fee may be paid in four installments. The fee periods/study periods are shown in the table below, and the College operates in accordance with the School Calendar of the relevant year (which is available on <https://suzhou-high-school.dulwich.org/zh/lp/school-calendar>).

原则上，每学年学费可分四期缴纳，缴费阶段/课程阶段见下表。学校每学年遵循校历日期开课（校历详见网址：<https://suzhou-high-school.dulwich.org/zh/lp/school-calendar>）。

Further, for convenience, Parents/Legal Guardian may opt to pay in one lump sum or in two installments. The College offers certain discounts (as set forth in payment notice issued by the College) for parents who are on annual payment (i.e., paying all of the applicable fee periods in a lump sum) or semi-annual payment schedule (i.e., with one payment for Fee Period 1 and Fee Period 2 as applicable, and other payment covering Fee Period 3 and Fee Period 4 as applicable).

同时，为方便起见，家长/监护人也可选择学费一次性缴纳或者分两期缴纳。家长选择按年缴费的（即一次性连付所有适用的课程阶段的学费），或者选择按半年期缴费的（即第一次缴纳第 1 个课程阶段和第 2 个课程阶段的学费，另



一次缴纳第 3 个课程阶段和第 4 个课程阶段的学费)，学校对于上述两种方式均给予一定的连付优惠（详见付款通知）。

| | Fee Period/Study Period 缴费阶段/课程阶段 | Payment by Study Period 按阶段缴费 | Semi-annual Payment 半年期缴费 | Annual Payment 按年缴费 |
|---|---|-------------------------------------|---------------------------------|---------------------------|
| 1 | First Day of the School Year to 25 October (both inclusive) 自任一学年校历第一日至 10 月 25 日（含首尾当日） | √ | √ | √ |
| 2 | 26 October to 15 January (both inclusive) 自任一学年 10 月 26 日至 1 月 15 日（含首尾当日） | √ | | |
| 3 | 16 January to 31 March (both inclusive) 自任一学年 1 月 16 日至 3 月 31 日（含首尾当日） | √ | √ | |
| 4 | 1 April to Last Day of the School Year (both inclusive) 自任一学年 4 月 1 日至该学年校历最后一日（含首尾当日） | √ | | |

* For illustration purposes only, kindly refer to the policies set out above.
图表需结合上文的政策理解。

(ii) Tuition Fee Payment applicable to Transferring Students 插班生的学费缴纳

Transferring students are subject to the same Fee Period/Study Period provisions. The tuition fee payable for transferring students for various entrance date is as follows:

插班生同样适用关于学费的缴费阶段以及课程阶段的规定。各插班生入学日期适用的学费规定如下：

(a) For transferring students enroll at any time on or before 25 October of the School Year, full Study Periods' tuition fee is payable as per regular enrolment.
若插班生于任一学年 10 月 25 日及之前入学，应按照常规入学的学生全额缴纳全部课程阶段的学费。

(b) For transferring students enroll at any time between 26 October and 15 January (both inclusive) of the School Year, tuition fee of Study Period 1 of that School Year shall not be applicable.

若插班生于任一学年 10 月 26 日至 1 月 15 日（含首尾两日）期间入学，该学年第 1 个课程阶段的学费不适用。

(c) For transferring students enroll at any time between 16 January and 31 March (both inclusive) of the School Year, tuition fee of Study Period 1 and Period 2 of that School Year shall not be applicable.

若插班生于任一学年 1 月 16 日至 3 月 31 日（含首尾两日）期间入学，



该学年第 1 个和第 2 个课程阶段的学费不适用。

- (d) For transferring students enroll on or after 1 April of the School Year, only tuition fee of Study Period 4 of that School Year shall be payable.

若插班生于任一学年 4 月 1 日及之后入学，仅需缴纳该学年第 4 个课程阶段的学费。

For the applicable payment method, Parents/Legal Guardians may opt to pay the tuition fee in each Study Period or pay for consecutive Study Period. The College offers certain discounts (as set forth in payment notice issued by the College) in accordance with the entrance date of Transferring Student.

对于适用学费的缴纳方式，家长/监护人同样可选择按课程阶段缴纳或连付的方式，且根据插班生下文入学时间段的不同，学校给予不同的连付优惠（详见付款通知）。

| | Entrance Date of Transferring Student 插班生入学日 | Payable Study Period 应付缴费阶段 | | | | Applicable Payment Method 适用的缴费方式 | | |
|---|---|--------------------------------|---|---|---|--------------------------------------|------------------------------|------------------------|
| | | 1 | 2 | 3 | 4 | Payment by each Fee Period 按阶段缴费 | Semi-annual Payment 半年期缴费 | Annual Payment 按年缴费 |
| 1 | On or before 25 October 任一学年 10 月 25 日或之前 | √ | √ | √ | √ | √ | √ | √ |
| 2 | 26 October to (both inclusive) 任一学年 10 月 26 日至 1 月 15 日(含首尾两日) | X | √ | √ | √ | √ | √ * | √ |
| 3 | 16 January to 31 March (both inclusive) 任一学年 1 月 16 日至 3 月 31 日(含首尾两日) | X | X | √ | √ | √ | √ | X |
| 4 | On or after 1 April 任一学年 4 月 1 日或之后 | X | X | X | √ | √ | X | X |

* First payment for tuition fee of Study Period 2; and second payment for tuition fee of Study Period 3 and Study Period 4.

第一次付款缴纳第 2 个课程阶段的学费；第二次付款缴纳第 3 个和第 4 个课程阶段的学费。

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

图表需结合上文的政策理解。

Parents/guardians are required to pay extra attention to the following provisions and ensure they have carefully read, considered and agreed to the terms of the contract.

请家长/监护人额外注意以下条款，以确认其已认真阅读、考虑并同意合同条款。

13. Withdrawal by Parent/Legal Guardian and Refunds Policies.

家长/监护人申请退学及退费政策：

13.1 The College requires firm commitment for enrolment after the applicable withdrawal deadline, therefore once an enrolment place has been reserved, relevant tuition fees



(depends on the choice of payment method) will be due. If the Parent/Legal Guardian desires to withdraw a student from the College, that Parent/ Legal Guardian shall notify the school in accordance with the provisions of the terms and conditions before the deadline set out below. Any withdrawal after the applicable withdrawal deadline is a late withdrawal and the College will charge the corresponding penalty. Parents/Legal Guardians fully understand and acknowledge that the withdrawal notice requirement is necessary to promote stability and the College's ability to offer available spaces to applicants and plan its staffing and other resources.

对于相关退学通知截止日后报名就读学校的，家长/监护人必须对学生就读作出明确承诺，因此一旦学校保留学生的入学名额，相关的学费（取决于家长选择的缴费方式）将被视为到期应付学费须由家长缴纳。若因任何原因，家长/监护人希望申请子女从学校退学的，则该家长/监护人应按照下列规定向学校提交书面申请。若家长/监护人在规定的退学通知截止日后申请退学的，将被视为逾期退学，学校将收取相应的违约金。为了维持学校稳定的教学秩序，确保有限的入学名额可以提供给申请学生，按计划配置教职工人员和其他资源，故家长/监护人完全理解和知悉学校对于上述退学通知的要求是非常必要的。

13.2 Refund Policy before commencement of the School Year for new students (Incoming students for the coming School Year):

新生(指已录取但尚未实际入学的学生)入学前的退费政策

- (i) If a written withdrawal notice is duly received by the College on or before 31 May, all paid tuition fee will be refunded.

在 5 月 31 日及之前学校收到书面退学通知的，已缴付的学费应全额退还。

- (ii) If a written withdrawal notice is duly received by the College from 1 June to 30 June (both inclusive), the paid tuition fee will be refunded after deduction of RMB 10,000 penalty.

在 6 月 1 日至 6 月 30 日（含首尾两日）期间学校收到书面退学通知的，已缴付的学费扣除 10,000 元违约金后退还。

- (iii) If a written withdrawal notice is duly received by the College between 1 July and 15 July (both inclusive) of the enrolment School Year, the paid tuition fee will be refunded after deduction of RMB 20,000 penalty.

在 7 月 1 日至 7 月 15 日（含首尾两日）期间学校收到书面退学通知的，已缴付的学费扣除 20,000 元违约金后退还。

- (iv) If a written withdrawal notice is duly received by the College from 16 July to the date before the start date of the School Year (inclusive), the paid tuition fee will be refunded after deduction of RMB 40,000 penalty.

在 7 月 16 日至校历日第一日的前一天（含）学校收到书面退学通知的，已缴付的学费扣除 40,000 元违约金后退还。

13.3 Refund policy after commencement of each School Year

每一学年开学后的退费政策

If the Parent/Legal guardian desires to withdraw a student for any reason from the College, that parent/guardian shall deliver a written withdrawal notice to the College according to the following provisions. If adequate withdrawal notice is given, the refund



will be proceeded according to the following terms after the deduction of the applicable discounts.

家长/监护人希望申请学生从学校退学的，则该家长/监护人应按照下列规定向学校提交书面退学申请。若家长/监护人已按照要求提交退学通知书，学费将根据以下规定退还，但应扣除适用的连付优惠：

- (i) For parents on four installments payment scheme, no refund of any installment shall be provided once the relevant installment is paid, regardless of the date of delivery of withdrawal notice.

对于分四期缴纳学费的家长，无论何时提交退学申请，每个课时阶段的学费一经缴纳均不予退费。

- (ii) For parents paying tuition in one lump sum or in two installments, **if a Parent/Legal Guardian applies to withdraw a student start from the next Study Period, they should submit a written withdrawal notice to the College 30 days prior to the commencement date of such Study Period.** The College will charge a penalty of **RMB 25,000** for any late withdrawal. 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. If adequate withdrawal notice is given, the tuition fees paid by Parents/Legal Guardians for the next Study Period and subsequent Study Period (if applicable) will be refunded **after deduction of the applicable discounts.**

对于一次性缴纳或分两期缴纳学费的家长，**若家长/监护人申请于下一个课程时段退学，家长需在该课程时段开始前的 30 天前向学校提交书面退学通知。**对于迟延递交的退学申请，学校将收取人民币 25,000 元违约金。如该书面退学通知在学校放假期间送至学校，应视为学校于假期后开学首日收到该退学通知。若家长/监护人已按照要求提交退学通知书，家长/监护人已经缴纳的下一个课程时段及其后课程时段（如适用）所对应的学费将扣除连付优惠后退还。

- 13.4 Boarding Fee shall be paid annually. Transferring students' boarding fee shall follow the tuition fee payment scheme listed in clause 10.3(ii) (as set forth in payment notice issued by the College). No discount applicable for boarding fee payment.

If a Parent/Legal guardian desires to withdraw a student from boarding for any reason, that parent/guardian shall deliver a written withdrawal notice to the College according to the following provisions. If a Parent/Legal Guardian applies to withdraw a student from boarding start from the next Study Period, they should submit a written withdrawal notice to the College 30 days prior to the commencement date of such Study Period. The College will charge a penalty of RMB 2,500 for any late withdrawal. 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. If adequate withdrawal notice is given, the boarding fees paid by Parents/Legal Guardians for the next Study Period and subsequent Study Period (if applicable) will be refunded

住宿费按年缴纳。插班生的住宿费按照 10.3(ii) 条规定的插班生的学费缴纳规则执行（详见付款通知）。住宿费无连付优惠。

家长/监护人希望申请学生退宿的，则该家长/监护人应按照以下规定向学校提交书面退宿申请。若家长/监护人申请于下一个课程时段退宿，家长需在该课程时段开始前的 30 天前向学校提交书面退宿通知。对于迟延递交的退宿申请，学校将收



取人民币 2,500 元违约金。如该书面退宿通知在学校放假期间送至学校，应视为学校于假期后开学首日收到该退宿通知。若家长/监护人已按照要求提交退宿通知书，家长/监护人已经缴纳的下一个课程时段及其后课程时段所对应的住宿费将退还。

- 13.5 The admission test fee, exam fee, service fees or other fees collected on behalf of a third-party service provider (including without limitation, fees for textbooks, studying materials and other educational resources, fees for extra-curriculum and school trips, college counseling fees, uniform fees, as applicable) are non-refundable under any circumstances.

入学考试费、考试费、服务性收费或任何第三方服务提供方收取的费用（包括但不限于书本费、学习资料以及其他教育资源费用、课外活动与学校旅行费用、升学指导费用、校服费，若适用）在任何情况下，均不退款。

- 13.6 Any refund of fees shall be subject to these Terms and Conditions in all withdrawal cases. When providing a refund of fees in accordance with these Terms and Conditions, the College reserves the right to deduct any amount that the Parent/Legal Guardian may owe at any time to the College, including without limitation charges for educational resources, meals, bus transportation, any other outstanding fees, penalty, reimbursements and damages. If tuition fees have not been paid they shall remain due and payable.

在所有退学情况下，任何退款应符合本条款与条件。在根据本条款与条件退费时，学校有权扣除家长/监护人在任何时间拖欠学校的费用，包括但不限于教育相关的资料费用、餐费、校车费、任何其他欠费、违约金、报销及损坏赔偿金。若家长/监护人尚未缴纳学费的，拖欠的学费应作为已到期的应付款，由家长/监护人立即缴纳。

14. *Administration Charge for Late Payment.* If the Parent/Legal 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 if arrangement for late payment has been made with the College prior to the deadline for payment of the relevant fees or charges.

逾期付款管理费：如家长/监护人未按时向学校缴纳任何类别的到期应付费用，学校每发出一次逾期付款提醒函将收取一笔人民币壹仟元的逾期付款管理费。即学校在发出第一次提醒函时，将加收人民币壹仟元；如经第一次提醒，家长/监护人仍未缴纳费用，则学校在发出第二次提醒函时将再次加收人民币壹仟元。但若在相关费用的支付截止日期前与学校达成延迟缴费协议，学校不收取逾期付款管理费。

15. *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/Legal Guardian shall be liable to pay such shortfall to the College. The College shall also



have the right to carry forward and add such shortfall to the next phase'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不足（包括但不限于因银行手续费或外汇兑换产生的），家长/监护人应负责向学校补足。学校也有权将该等不足结转该学生下阶段的学费中。

16. **Exclusion for Non-Payment:** In addition to any charges that may be imposed, the College reserves the right to exclude a Student where Parents/Legal Guardians fail to pay in full the tuition fees or any other sum for which a Parent/Legal Guardian is liable by the payment deadline. The College may also withhold any information, character references or property in the aforesaid circumstances, the College has right to refuse to provide transcript, letter of recommendation, certificate of enrolment etc. If the aforesaid circumstances persist or there are no reasonable prospects of payment by a Parent/Legal Guardian, the College reserves the right to withdraw the Student. Without prejudice to the College's rights, the College shall endeavor 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/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，学校有权拒绝提供成绩单、推荐信、入学证明等。如前述情况持续或无家长/监护人付款的合理前景，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。

17. **Termination by the College:** The College may at any time terminate this Agreement and the Student's enrolment may be withdrawn or suspended or made subject to new terms and conditions on 30 days' written notice, or on less than 30 days' 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/Legal Guardian and/or 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/Legal Guardians.

学校解除协议：经提前 30 天的书面通知，学校可解除本协议，对学生进行退学、停学处理，或为学生的就读制定新的适用条款及条件。若学校根据自身判断认为有理由开除学生，则学校可无需经提前 30 天书面通知，随时解除本协议并开除学生。学校不得在不存在合理理由的情况下采取该等解除行为；合同解除前，在可能的情况下，学校应与家长/监护人和/或学生本人（若学校认为该生已足够成熟并具有充分理解力）充分协商。开除学生应按照学校相关政策执行，家长/监护人可向学校了解该等政策。

These Terms and Conditions are valid throughout the whole period that the student is enrolled at the College. These Terms and Conditions subject to amendment by the College and shall take effect within 30 days from the date written notice is given to a Parent/Legal Guardian, whether by printed copy, email notification, website notification or otherwise.

本条款与条件在学生已被录取和于本校就读期间有效。学校有权对本条款与条件进行修改，有关修改将在向家长/监护人提供书面通知（无论提供印刷通知、电子邮件、官方网站公告或其他方式）起三十日后生效。



Party A: SIP Dulwich College United School

甲方: 苏州工业园区德威联合书院 (章)

Party B 乙方:

I confirm that I have read, understood and agreed to the above Terms and Conditions, especially Article 13 thereof -- Withdrawal by Parent/Legal Guardian and Refunds Policies.

我确认我已阅读, 理解并同意上述条款与条件 (尤其是其中第 13 条--家长/监护人申请退学及退费政策)。

监护人双方均需签字!

Both Legal Guardians need to sign!

Parent/Legal Guardian(printed)监护人姓名 (印刷体规范书写): _____

Parent/Legal Guardian's Signature 监护人签名:

Parent/Legal Guardian(printed)监护人姓名 (印刷体规范书写): _____

Parent/Legal Guardian's Signature 监护人签名:

Student's Name (printed) 学生姓名: _____ Year Level 年级 _____

Student's Signature (if 18 years old) 学生签名 (如果超过 18 岁):

Student's Name (printed) 学生姓名: _____ Year Level 年级 _____

Student's Signature (if 18 years old) 学生签名 (如果超过 18 岁):

Date 日期: _____