

Guardianship Policy

监护政策

Without prejudice to the authorized actions of the College under the circumstances described in the section *Parental Consent* of the *Terms and Conditions Governing Enrolment and Admissions* to the College, Parents/Legal Guardian 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.

在不影响学校在《入学与就读条款及条件》中“家长同意”部分所述的授权行为的情况下，家长/法定监护人应始终应对与学生有关的所有决定负责，并且确保学生满足入学和学习相关所有事项，包括持续符合入学标准。

1. Local Guardian 本地监护人

The Local Guardian Policy requirement applies to the following scenarios (“**Local Guardian**”)
本地监护人的政策要求适用于以下情况（“**本地监护人**”）：

- (i) For day students, in situations where neither Parent/Legal Guardian resides with the Student, regardless of the Student's age or the length of absence, it is compulsory for Parents/Legal Guardian to pre-appoint a suitable local guardian. This appointed local guardian will live with the Student and act in loco parentis on behalf of the Parents/Legal Guardian.
对于走读生，在学生的父母/法定监护人都与学生同住的情况下，无论学生的年龄或离开的时间长短，父母/法定监护人有责任提前指定一位合格的本地监护人。这位指定的本地监护人将与学生同住，并代表父母/法定监护人履行监护责任。
- (ii) For boarding students whose Parents/Legal Guardian are not within mainland China, they are required to appoint a local guardian resident in China who will be responsible for the Student's guardianship outside the College premises.
对于父母/法定监护人不居住在中国大陆的寄宿生，父母/法定监护人需要指定一位在中国大陆居住的本地监护人，承担学生在校外活动的监护责任。

If Parents/Legal Guardian deem it necessary, they can also appoint a local guardian, and this policy will equally apply.

若父母/法定监护人认为有必要的，他们也可以指定一位本地监护人，本政策同样适用。

The Local Guardian shall assume the responsibilities of a legal guardian and shall ensure that the College is aware of the name, address and contact details (i.e., telephone numbers and e-mail address) of this person. For day students or boarders during non-boarding periods, under no circumstances should the student live alone or with other students without guardianship or supervision. Parents/Legal Guardian shall ensure that the Local Guardian undertakes the duties of guardianship and supervises the Student's activities outside the College for which the College is not liable or responsible.

本地监护人应承担法定监护人的责任，并确保学校知悉该人的姓名、地址以及联系方式（即电话号码和电子邮件地址）。对于走读生或在非寄宿期间的寄宿生，在任何情况下，学生都不得在没有监护人或监督的情况下单独生活或与其他学生一同生活。父母/法定监护人应确保本地监护人履行监护职责，并对学生在学院校外的活动负责，学校对此不承担任何责任。

2. Emergency Contact

紧急联系人

As of principle, Parents/Legal Guardian are required to provide the College with at least two contact details in case of unforeseen circumstances. If there is a Local Guardian, the Local Guardian automatically serves as the Emergency Contact; if there is no Local Guardian, Parents/Legal Guardian should nominate another contact person aside from parents as the Emergency Contact.

针对突发情况，原则上父母至少应向学校提供至少两个联系方式。如果有本地监护人，则本地监护人为紧急联系人；如果没有本地监护人，父母/法定监护人应指定一名父母以外的联系人作为紧急联系人。

In the event of an emergency, the College should first attempt to contact the Parents/Legal Guardians. If the Parents/Legal Guardians cannot be reached, the College will then contact the Emergency Contact. This individual is appointed by Parents/Legal Guardian and is authorized to make legally enforceable decisions on their behalf.

在紧急情况下，学校应首先尝试联系父母/法定监护人。如果无法联系父母/法定监护人，学院将联系紧急联系人。此紧急联系人由父母/法定监护人指定并授权，有权代表他们做出决定且该决定具有法律效力。

3. Requirements of the Local Guardian/Emergency Contact

紧急联系人/本地监护人的要求

It is the responsibility of the Parents/Legal Guardian to select an appropriate person to appoint as the Local Guardian/Emergency Contact. The Local Guardian/Emergency Contact should be of good character, have full civil capacity, be at least 21 years of age and not a full-time student.

父母/法定监护人有责任选择一位适当的人作为本地监护人/紧急联系人。本地监护人/紧急联系人应品行良好，具有完全的民事行为能力，年满 21 岁且为非全日制学生。

The Emergency Contact shall be a resident of Suzhou. Where conditions permit, it is advisable for the Local Guardian/Emergency Contact to reside within a 2-hour commute to the College by transport. In situations deemed necessary by the College, the /Emergency Contact should be able to promptly arrive at the College or pick up the student within a short timeframe.

紧急联系人应为苏州居民。在条件允许的情况下，建议本地监护人/紧急联系人最好居住在距离学校不超过 2 小时交通可及的地方、在学校认为必要的情况下，本地监护人/紧急联系人能够在较短时间内赶到学校或者接学生离开学校。

4. Obligations and Responsibilities of the Local Guardian/Emergency Contact

紧急联系人/本地监护人的责任和义务

To support the College's duty of care to the Student, as a condition of admission and continued enrollment, regardless of the age of the Student, Parents/Legal Guardians acknowledge, fully agree and undertake that:

为了支持学校对学生的教育管理照顾义务，作为入学与就读的条件，无论学生的年龄大小，家长/法定监护人知悉、同意并承诺如下：

- (a) it is Parents/Legal Guardians' responsibility to provide accurate, valid, and adequate documents and information to support the Student's enrollment. Should any of the information/materials provided prove to be inaccurate or incomplete, the College reserves the right to rely on the information provided by the Parents/Legal Guardian in making its judgements and decisions without incurring any financial or legal liability due to missing or incorrect information.

家长/法定监护人有责任提供真实、准确和完整文件和信息，以支持学生的就读。如果所提供的任何信息/材料被发现是不准确或不完整，学校有权根据家长/法定监护人提供的信息做出判断和决定，而无需因信息缺失或错误而承担任何经济或法律责任。

- (b) they shall provide the College with names, phone numbers and email address and addresses of Parents/Legal Guardian, Local Guardian (if any), and Emergency Contact and to promptly update information from time to time.

其应向学校提供所有家长/法定监护人、本地监护人（如有）和紧急联系人的姓名、电话号码、电子邮箱和地址并及时更新。

- (c) they are obliged to report to the relevant authorities any cases where a Student is suspected of living without the supervision of a Parent/Legal Guardian or Local Guardian.

如果学校怀疑学生在没有家长/法定监护人或本地监护人的监护下生活，则学校有义务向有关主管部门报告。

- (d) they further authorize that the Primary Contact listed below shall be the primary point of contact for the Student throughout the entire enrollment with the College unless otherwise notified in writing by all the guardians. This designated person will assume responsibility for all matters related to the Student's enrollment, including, but not limited to, communication with the College, enrollment and withdrawal procedures, payment of tuition and other fees, as well as overseeing matters concerning the Student's well-being, safeguarding, health, security, medical support, etc. In the event of disputes and conflicts arising with other guardians, family members, or contacts regarding matters of child custody and management, the Primary Contact shall be solely responsible for handling such matters appropriately, with no involvement of the College, 其进一步授权，以下列出的主要联系人将在整个就读期间与学校的主要联系人，除非所有监护人以书面形式由另行通知。主要联系人将负责与学生入学相关的一切事项，包括但不限于与学校的沟通、入学和退学手续、学费和其他费用的支付、以及与学生的福祉、保护、健康和安全、医疗支持等相关的一切事宜。若因学生的监护和管理事宜发生主要联系人与其他监护人或其他家人的纠纷和矛盾，主要联系人应负责自行妥善处理，与学校无关。

- (e) they agree to fully indemnify and hold harmless the College, its directors, officers and/or employees from and against any and all claims, demands, damages, rights of action, liabilities, costs and expenses arising out of or in connection with this subject matter.

其同意全面赔偿并使学校、其董事、人员和/或雇员免受因此事项相关或有关的任何和所有索赔、要求、损害、诉讼权利、责任、费用和支出的影响。

Student Information 学生信息

Student's Name 学生姓名	
ID or Passport Number 身份证或护照号码	
Gender 性别	
Grade 年级	
Home Address 家庭住址	
Telephone(mobile) 电话号码（手机）	

Parents/Legal Guardian Information 家长/法定监护人信息

Parents/Legal Guardian One (Primary Contact) 家长/法定监护人之一（主要联系人）	
Name 姓名	
Relationship with Student 与学生的关系	
Home Address 家庭住址	
Telephone(mobile) 电话号码（手机）	
Email Address 电子邮箱	
Contact: Parents/Legal Guardian Two 家长/法定监护人之二	
Name	

姓名	
Relationship with Student 与学生的关系	
Home Address 家庭住址	
Telephone(mobile) 电话号码（手机）	
Email Address 电子邮箱	

Local Guardian Information (if any) 本地监护人信息（如有）

Name 姓名	
Relationship with Student 与学生的关系	
Home Address 家庭住址	
Telephone(mobile) 电话号码（手机）	
Email Address 电子邮箱	

Emergency Contact Information 紧急联系人信息

Name 姓名	
Relationship with Student 与学生的关系	
Home Address 家庭住址	
Telephone(mobile) 电话号码（手机）	
Email Address	

电子邮箱	
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Parent/Legal Guardian Signature: _____

家长/法定监护人签字

Date: _____

日期

Parent/Legal Guardian Signature: _____

家长/法定监护人签字

Date: _____

日期