



**TERMS AND CONDITIONS
ENROLMENT AND ADMISSIONS**
Dulwich International High School Programme Suzhou

苏州德威国际课程高中项目
入学与就读条款及条件

Party A: SUZHOU INDUSTRIAL PARK DEHONG HIGH SCHOOL (“School”)

甲方：苏州工业园区德闳高级中学（“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：

The Parties acknowledge that these terms and conditions are applicable to the “Dulwich international high school programme” operated by the School (“**Programme**”). All students admitted and enrolled in this Programme are subject to these terms. 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 Programme (“**Terms and Conditions**”).

双方确认本条款和条件适用于学校运营的“苏州德威国际课程高中项目”（以下简称“项目”）。所有被录取并注册入读该项目的学生，均受本条款的约束。甲乙双方同意签署本协议，以约定学生在校入学与就读项目的条款和条件。

1. Admissions and School Policies. The enrolment of the Prospective Student into the Programme is subject to the admissions and entry policies and all other policies and procedures of the Programme and School (including those relating to discipline, curriculum, data protection and guardianship etc.) as amended 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及项目的招生及入学政策、所有其他政策及流程（包括学校及项目纪律、课程、信息保护以及监护方面的政策及流程），以及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



School from time to time. Specific documents required will be notified at the time of admissions.

录取时的信息披露：申请就读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 School to determine the Students' eligibility or identify approval required to admit to the School.

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 School is conditional upon the Parents and Student having valid documents for admissions purposes as prescribed by the regulatory authorities and/or the School from time to time. Parents must notify the School immediately of any changes in the Parent's or Student's nationality, citizenship or visa status. Students who lose eligibility to attend the School will be withdrawn, and the refund of tuition fees and other fees shall follow the fee policy 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费用政策处理。

- 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 School. For the boarding Students, the Parents/Legal Guardians hereby explicitly consent to the School to conduct the physical and mental wellbeing health checks ("**Boarding Check**"). In the case of a Student with special educational needs, the School 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 School. Failure to give full and frank disclosure in writing or pass the Boarding check at any time shall entitle the School 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或寄宿制定即刻生效的新条款和条件。

5. **Personal Data.** Parents/Legal Guardians hereby consent for themselves and on behalf of the student or prospective student with respect to the School'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 School operations and activities consistent with the ethos and philosophy of the School, 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 School's communication channels including the School's materials, brochures, websites, advertisements or press releases to provide information on the intended curriculum, academic testing results, or the School's academic, Co-curricular, cultural and sporting activities and events, whether held by the School or in conjunction with or organized by other Dulwich Schools, affiliates of any Dulwich School, sister schools or other schools located in or outside of the city or country in which the School is situated, **unless such consent has been explicitly withheld by Parents/Legal Guardians in writing.** The School 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 School sharing personal data for the purposes stated above, with Dulwich schools or sister schools, members of the EiM Group, 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 [School's Data Asset Register](#), as updated by the School 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 School 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他德威学校或其姐妹学校、EiM 集团成员、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。

6. **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 School shall not be obliged to obtain the consent of both Parents/Legal Guardians. Where the need arises, the School may authorize the taking of such action as the School 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 School 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 School deems that the circumstances do not reasonably allow for such contact to be made, the School is hereby authorized to take such action as it deems necessary or desirable in the interest of the Student and the School.

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，家长/监护人在此授权学校可从学校和学生利益的角度出发，采取其认为必要或应当的行为。

- 7. Guardianship.** Without prejudice to the authorized actions by the School 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/Legal Guardians are absent from home or where the students are boarding at the School, no matter the age of the student or length of parental absence, the Parents shall pre-appoint a suitable local guardian, the Parents/Legal Guardians and the local guardian shall jointly undertake the duties of guardianship and supervise the Student's activities outside of the School for which the School is not liable or responsible. The specific requirements regarding Guardianship are subject to the School's Guardianship Policy.

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/监护人皆不在家或学生于学校寄宿，不论学生的年龄或家长/监护人不在家的时间长短，家长/监护人应指定一位在中国大陆居住的本地监护人，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。有关监护的具体要求以学校的《监护政策》为准。

- 8. School Liability.** In the event of any student injury accidents, the responsibilities of the School shall be determined according to the MEASURES FOR HANDLING STUDENT INJURY ACCIDENTS and other applicable laws and regulations and School policies.

学校责任：如有任何学生伤害事故，学校的责任将依据《学生伤害事故处理办法》以及其他适用的法律法规及学校政策界定。

- 9. 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 School 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 School 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 School from delivering on campus learning, parents hereby consent to the School 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。

10. Internet Usage 互联网的使用

10.1. Parents acknowledge that the School 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 School.

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。

10.2. The parent agrees that they are aware of the relevant School 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 School, 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。

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

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。

10.4. 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 School 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 School 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。

(Note: Parents are advised to pay attention to the following fee policy and refund policy!)

(注: 以下费用政策及退费政策提请家长注意!)

11. Fee Policy 费用政策

11.1. **Payment Currency.** Fees are payable in RMB. If payment of any amount due to the School is made in a currency other than RMB, the payment shall be deemed to have been converted into RMB at the prevailing exchange rate published by the People's Bank of China at the time of payment. If there is a shortfall in any amount received by the School (including, without limitation, as a result of bank charges or foreign exchange conversion), the Parents/Legal Guardian shall be liable to pay such shortfall to the School. The School also reserves the right to carry forward such shortfalls to the next semester's payable fees for the student.

付款货币。学校收取的各种费用均以人民币计提。若以其他外币支付，则应按照付款当日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（包括但不限于银行手续费或外汇兑换产生的费用），家长/监护人应负责向学校补足。学校也有权将不足的金额结转至该学生下学期的应付费中。

11.2. **Attendance Conditional Upon Full Payment.** The Parent/Legal Guardian accepts that a Student's entitlement to begin or continue classes at the School is conditional upon payment in full of 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 School'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 School.

足额缴纳所有费用为就读前提。家长/监护人同意，学生开始或继续在学校就读的前提条件是全额缴纳学费及其他应付费用。请注意，学校每学年根据情况自主调整所有费用。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付款通知上规定的时间。

11.3. **Exclusion for Non-Payment.** In addition to any charges that may be imposed, the School 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 School may also withhold any information, character references or property in the aforesaid circumstances, the School 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 School reserves the right to withdraw the Student. Without prejudice to the School's rights, the School 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。如果家长/监护人在付款截止日期前未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。此外，学校还有权扣留任何资料、品德证明函或私人物品，并有权拒绝提供成绩单、推荐信、入学证明等文件。如果上述情况持续存在或者家长/监护人未提供合理的付款解决方案，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。

- 11.4. **Administration Charge for Late Payment.** If the Parent/Legal Guardian fails to pay any type of fees or charges due to the School on time, a late payment administration charge of RMB 1,000 will be imposed for each late payment reminder issued by the School, up to a maximum of RMB 3,000. That is, RMB 1,000 will be charged when the School issues the first reminder, and if fees or charges are still not paid after the first reminder, a further RMB 1,000 will be charged when the School issues a second reminder. However, this administration charge is not charged if an arrangement for late payment has been agreed with the School prior to the deadline for payment of the relevant fees or charges.

逾期付款管理费。如果家长/监护人未按时向学校缴纳任何类别的逾期应付费用，学校将根据逾期情况向家长/监护人发出逾期付款提醒函，并收取相应的逾期付款管理费。每次发出逾期付款提醒函，学校将收取人民币 1,000 元的逾期付款管理费，但总额不超过人民币 3,000 元。即，学校第一次发出提醒函时将收取人民币 1,000 元，若在第一次提醒后家长/监护人仍未缴纳费用，则学校将在第二次提醒函发出时再次收取人民币 1,000 元，依此类推。但若家长/监护人在相关费用支付截止日期前与学校达成延迟缴费协议，则学校不会收取逾期付款管理费。

11.5. **Fee Payment Policies**

费用缴纳政策

- (a) **New Student Deposit.** The Parent/Legal Guardian is required to pay a deposit in accordance with the invoice issued by the School to secure a placement for the new enrollment. Once a Student has enrolled, the deposit will be fully credited towards the tuition fees for that semester. Should a Student fail to enroll, the deposit will be retained as penalty in accordance with the refund policy below.

新生保证金。家长/监护人应按照学校付款通知的要求支付保证金，以确保新生的入学名额。如果学生正式入学，保证金将全部可直接抵扣当学期的部分学费。如果学生未能入学，根据下文退费政策，保证金将作为违约金被保留。

- (b) **Resource Fee.** 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。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。

(c) **Tuition Fee 学费**

(i) In accordance with the fee schedule published by the School for each school year, the payment notices and/or invoices issued by the School, tuition fees are payable on a semester basis, with the annual tuition fees payable in two instalments. It is important to note that due to the unique nature of the Programme, the “semester” referred to in the fee payment and refund policies in these Terms and Conditions may not correspond in duration to the “term” referred to the school calendar. The specific periods corresponding to each semester should be determined on the basis of the notifications issued by the School for that school year.

根据学校公布的每学年的项目收费标准、缴费通知和/或发票，学费按学期缴纳，每学年学费分两次缴纳。需要注意的是，由于本项目的特殊性，本条款和条件中费用缴纳政策和退费政策所指的“学期 (semester)”与校历中“学习期 (term)”对应的时间不同。每个学期 (semester) 对应的学习期应根据学校发布的该学年通知确定。

(ii) Transfer students are required to pay tuition fees as follows: (1) If a transfer student enrolls within one month of the start of the semester, full tuition fees are to be paid for that term in the same way as for regular students; and (2) If a transfer student enrolls one month or more after the start of the semester, the tuition fee shall be pro-rated based on the remaining school days of the semester.

插班生的学费缴纳方案如下：(1) 如果插班生在学期开始前一个月内入学，则应按照与普通学生相同的方式缴纳该学期的全额学费。(2) 如果插班生在学期开始后一个月或一个月以上入学，则应根据该学期剩余的就读天数缴纳学费。

(d) **Boarding Fee.** In accordance with the School's published fee schedule for each school year, the payment method and schedule for boarding fees for all boarding students are the same as those for tuition fees.

住宿费。根据学校公布的每学年的住宿费的收费标准，住宿费的缴纳时间和方式与学费相同。

11.6. Refunds Policies

退费政策

(a) **New Student Deposit Refund Policy 新生保证金的退费政策**

Parents/Legal Guardians apply for withdrawal or non-enrollment. The School requires firm commitment from Parents/Legal Guardians for enrolment after the deadline for withdrawal or non-enrollment notice, therefore once an enrolment place has been reserved, relevant deposit will be due and must be paid by Parents/Legal Guardians. If, for any reason, Parents/Legal Guardians wish to apply for their child to withdraw from the School or not to enroll, that Parent/Legal Guardian shall notify the School in accordance with the provisions before the deadline set out below. Any withdrawal or non-enrollment after the applicable deadline shall be regarded as a late application and the School will charge the appropriate penalty. Parents/Legal Guardians fully understand and acknowledge that the notice requirement is necessary to promote stability and the



School's ability to offer available spaces to applicants and plan its staffing and other resources.

家长/监护人申请退学或不予就读。对于在退学或不予就读通知的截止日后报名就读学校的情况，家长/监护人必须对学生就读作出明确承诺。一旦学校保留学生的入学名额，相关的保证金将被视为到期应付费用，须由家长/监护人缴纳。若因任何原因，家长/监护人希望申请子女从学校退学或不予就读的，应按照下列规定在截止日期前向学校提交书面申请。若家长/监护人在规定的截止日后申请退学或不予就读的，将被视为逾期申请，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，按计划配置教职人员和其他资源，家长/监护人完全理解和知悉学校对于上述退学或不予就读通知的要求是非常必要的。

(i) If a written notice of withdrawal or non-enrollment is duly received by the School on or before 31 May, any deposits paid should be refunded in full.

在 5 月 31 日及之前学校收到书面退学或不予就读通知的，已缴付的新生保证金应全额退还。

(ii) If a written notice of withdrawal or non-enrollment is duly received by the School from 1 June to 30 June (both inclusive), any deposits paid should be refunded after deducting a penalty of RMB 10,000.

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或不予就读通知的，已缴付的新生保证金扣除 10,000 元违约金后退还。

(iii) If a written notice of withdrawal or non-enrollment is duly received by the School between 1 July and 15 July (both inclusive) of the enrolment school year, any deposits paid should be refunded after deducting a penalty of RMB 20,000.

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或不予就读通知的，已缴付的新生保证金扣除 20,000 元违约金后退还。

(iv) If a written withdrawal notice is duly received by the School from 16 July to the date before the start date of the school year (inclusive), any deposits paid should be refunded after deducting a penalty of RMB 40,000.

在 7 月 16 日至校历日第一日的前一天（含）学校收到书面退学或不予就读通知的，已缴付的新生保证金扣除 40,000 元违约金后退还。

(b) Tuition and Miscellaneous Fee Refund Policy 学费及杂费退费政策

If the Parents/ Legal guardian of a student request a refund for any reason (including voluntary withdrawal from School or boarding), they shall submit a written withdrawal notice to the school in accordance with the following provisions. **If a written withdrawal notice is delivered to the School during a School holiday it will be deemed received by the School on the first day in session following the holiday.** If adequate withdrawal notice is given, the refund will be proceeded according to the following terms:

若学生家长/监护人因任何原因提出退费要求（含主动退学或退宿），则应按以下规定向学校提交书面申请。**若书面退费申请在学校放假期间送达，应视为学校在校假期结束后的开学首日收到该通知。**若家长/监护人已按要求提交了申请通知书，则退费将按以下条款执行：

(i) For the student voluntarily withdraws (transfers) from the School, a written withdrawal notice must be delivered within thirty (30) days before the commencement of classes for that semester. If the duration of student's enrollment is less than one-third of the corresponding semester on the school calendar, two-



thirds of the tuition fees and boarding fees (if applicable) will be refunded. If the duration of student's enrollment exceeds one-third but is less than one-half of the corresponding semester on the school calendar, one-half of the tuition fees and boarding fees (if applicable) will be refunded. If the duration of student's enrollment exceeds one-half of the corresponding semester on the school calendar, no tuition fees, or boarding fees (if applicable) will be refunded. The start of enrollment is calculated from the day the School commences classes (including military training courses within the curriculum and online learning). The duration of student's enrollment includes the period of online learning.

学生自行退（转）学的，需在该学期学校开课前的三十（30）天前向学校提交书面退学通知。若学生就学时间不满学期对应校历时间的三分之一，学校退还三分之二该学期学费、住宿费（如适用）；若学生就学时间超过学期对应校历时间校历三分之一不满学期对应校历时间校历二分之一的，学校退还二分之一该学期学费、住宿费（如适用）；若学生就学时间超过学期对应校历时间二分之一的，学校不退还该学期学费、住宿费（如适用）。就学开始时间自学校开课（含教学计划内的军训课程及网课）之日起计算，学生就学时间含网课期间。

- (ii) For a student voluntarily withdraws from boarding, a written withdrawal notice must be delivered within thirty (30) days before the commencement of classes for that semester. If the parent/legal guardian has submitted the notice as required, the following applies: Before the commencement of classes for that semester, the school shall fully refund the boarding fee already paid; After the commencement of classes for that semester, any boarding fee already paid by the parent/legal guardian shall be refunded in accordance with the provisions of (i) above.

学生自行退宿的，需在该学期学校开课前的三十（30）天内向学校提交书面退宿通知。除以下（v）外，若家长/监护人已按要求提交退宿通知书，则，于该学期学校开课之日前，学校全额退还已缴纳的住宿费；于该学期学校开课之日后，家长/监护人已经缴纳的住宿费按照上述（i）的规定退还。

- (iii) 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, School counseling fees, uniform fees, as applicable) are non-refundable under any circumstances.

入学考试费、考试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。

- (iv) Any refund of fees shall be subject to applicable laws and regulations (including without limitation those issued by the local education and/or pricing authority of Jiangsu Province, Suzhou City and Suzhou Industrial Park) and these Terms and Conditions in all withdrawal cases. When providing a refund of fees in accordance with these Terms and Conditions, the School reserves the right to deduct any amount that the Parent/Legal Guardian may owe at any time to the School, including without limitation charges for meals, bus transportation, any other outstanding fees, reimbursements and damages. If tuition fees have not been paid they shall remain due and payable.

任何退学导致的退款应符合相关法律及法规（包括但不限于江苏省、苏州市和苏州工业园区当地教育及/或物价主管机关公布的规章）及本条款与条件。



在根据本条款与条件退费时，学校保留扣除家长/监护人在任何时间拖欠学校的费用的权利，包括但不限于餐费、校车费、任何其他欠费、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。

(v) In any of the following circumstances, the tuition fee and boarding fee (if applicable) shall not be refunded:

属下列情形之一者，所交学费、住宿费（如适用）不予退还：

- i. The student is suspended, excluded from the School, ordered to withdraw from the School, or cannot continue education due to violation of laws, regulations and school policies;
学生因违反法律、法规和学校政策而被学校停学、开除、勒令退学或不能继续接受教育的。
- ii. In the event that a boarding student is suspended from residency due to violations of laws, regulations, or school policies (regardless of the duration of suspension being temporary, long-term, or permanent), the School will not refund the boarding fees for the suspension period.
寄宿生因违反法律、法规或学校政策而被停宿的情况下（无论停宿时长是暂停、长期或永久性的），学校不会退还停宿期间的住宿费。
- iii. After enrolled, student's absence due to personal reasons, unless otherwise approved by the School.
学生登记注册后因个人原因造成的缺课，学校另行批准的除外。
- iv. If, as per Clause 12 (Withdrawal, Suspension or Persuading to withdraw by the School) of this Terms and Conditions, the School revokes or suspends, or withdrawal the student's enrollment, or if new terms and conditions are established for the student's enrollment, the matter shall be handled according to the School's relevant policies.
如因本条款及条件第 12 条学校撤销录取、终止就读或劝退的，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。

12. Withdrawal, Suspension or Persuading to withdraw by the School. If any of the following occurs, the School reserves the right to withdraw Student's enrolment offer, or suspend the existing enrolment or persuade the Student to withdraw or make the offer or enrolment subject to new terms and conditions: (1) where any of the circumstances described under Clause 3 (*Change in Status*), Clause 4 (*Disclosure of Other Information*), Clause 11.2 (*Attendance Conditional Upon Full Payment*) and Clause 11.3 (*Exclusion for Non-Payment*) herein occurs; (2) where a Student can be persuaded to withdraw pursuant to applicable laws and regulations or provisions of relevant education authorities; (3) where the School determines that there has been a breach of the School's rules and regulations, or policies or procedures, or these Terms and Conditions that entitle the School to withdraw the enrolment offer or suspend the enrolment, or persuade the Student to withdraw, or made it subject to new terms and conditions; or (4) where the School determines that any act of the Parent/Legal Guardian causes serious prejudice to the School's interest. This clause shall not prejudice other rights and remedies under other clauses herein or laws or regulations.

学校撤销录取、中止就读或劝退：若发生以下任何一种情况，学校保留撤销录取通知，或中止学生就读或劝退学生或为学生的入学或就读制定新的条款和条件的权利：(1) 发生本条款和条件第 3 条（*状态变更*）第 4 条（*其他信息披露*）、第 11.2 条（*足额缴纳所有费用为就读前提*）、第 11.3 条（*因未缴费而被停学*）中规定的情况；(2) 根据适用的法



律、法规或教育部门的规定可予以劝退情形；(3) 学校认为家长/学生违反学校规章制度或政策、程序或本条款与条件中规定的情况使学校有权因此撤销录取通知，或中止学生的就读，或劝退学生或为入学或就读制定新的条款和条件；或(4) 学校认为家长/监护人存在严重损害学校利益的行为。本条规定不影响学校在本协议其他条款或法律法规项下的其他权利和救济。

13. Termination by the School: The School 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 School has reason, in its opinion, to determine that permanent exclusion or removal is required. The School 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 School's opinion the student is of sufficient maturity and understanding). Exclusions shall be carried out according to School 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。

14. Dispute Resolution: In the event of any dispute, controversy or claim arising out of or relating to this Terms and Conditions, the parties shall attempt in the first instance to resolve such dispute through friendly consultations. In the event such dispute is not resolved through consultations, then any Party may file a lawsuit with the local court of the School.

争议解决: 若发生由本条款和条件引起的或与之相关的任何争议、纠纷或者索赔，双方应首先通过友好协商来解决争议。如果该等争议未通过友好协商解决，则任何一方可将该争议提交学校所在地法院诉讼解决。

These Terms and Conditions are valid throughout the whole period that the student is enrolled at the School. These Terms and Conditions subject to amendment by the School 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. These Terms and Conditions and amendments thereto, shall continue to apply be in effect for the student's subsequent academic years of enrolment.

本条款及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。本条款及条件及其修订内容在学生注册的随后学年继续有效。



Party A: Suzhou Industrial Park Dehong High School

甲方: 苏州工业园区德闾高级中学 (章)

Party B 乙方:

I confirm that I have read, understood, and agreed to the above terms and conditions (especially the fee policies, withdrawal, and refund policies).

我确认我已阅读, 理解并同意上述条款与条件 (特别是费用政策、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):

Date 日期: _____