

All parents / guardians are requested to note that enrolment and admission to Suzhou Singapore International School ("SSIS") are subject to the following Terms and Conditions.

### Admissions Policy

The enrolment of a child at SSIS, including the placement of the child into a particular grade level, is subject to SSIS admissions policies.

#### 1. Withdrawal by SSIS of an Enrollment Offer

- 1.1 If any of the following occurs, the offer of enrolment or the enrolment itself can be withdrawn, suspended or made subject to new terms and conditions:
  - 1.1.1 If there has been a breach of SSIS policies or procedures or these Terms and Conditions.
  - 1.1.2 There has been any misrepresentation or inadequate disclosure about the child.
  - 1.1.3 SSIS determines at any time that it cannot reasonably meet the child's needs.
- 1.2 If a student's existing enrolment is withdrawn, suspended, or made subject to new Terms and Conditions, for example the requirement for the student to undergo an external psychological assessment for any of the reasons above, this will be done according to SSIS policy.

#### 2. Responsibility for Legal Status of the Student/Parents

SSIS is not responsible for obtaining a visa, residence permit or any other licenses or permits that may be required by the Chinese authorities for the purpose of the student legally residing in China and studying at SSIS. Parents / guardians must obtain and maintain valid legal status of the student and themselves for this purpose while the student is enrolled at the school. Parents / guardians represent that they are the legal parents / guardians of the student and that at least one of them holds a foreign passport and a valid residency permit in China.

#### 3. Fees and Deposits

- 3.1 All fees (including without limitation, application fee, annual tuition fee, transportation fee, etc. as listed in the document Fees and Deposits) and deposits must be paid by the due date as stated on the invoice.
- 3.2 All bank charges shall be borne by the parents / guardians.
- 3.3 Fees are denominated in RMB. Cash payments can only be made in RMB. If payment (via bank transfer) is made in a currency other than RMB then the payment shall be deemed to have been converted at RMB at the prevailing exchange rate at the time of payment.
- 3.4 All fees and deposits except the Application Fee, Registration and Library Deposits will be invoiced on a prorated basis for students who enroll after the commencement of a semester.
- 3.5 A sibling discount of 5% is offered to families with three or more children enrolled at SSIS.
- 3.6 A late payment charge is calculated at 0.3% of unpaid invoice amount per day.
- 3.7 In addition to any charges that may be imposed, SSIS reserves the right to suspend a student where parents/guardians fail to pay or pay in full regarding any fee and deposit for which a parent/guardian is liable by the payment deadline.
- 3.8 Reports, academic transcripts, letters of recommendation and/or other information and documents concerning the student will only be released when all outstanding fees and payments are settled.

#### 4. Fees

- 4.1 Transportation Fees are charged to those students who take the school bus and are determined by location. Students who take school buses shall follow the orders and regulations of school bus as required by SSIS.
- 4.2 Payment for meals and uniforms will be made directly to the relevant provider.
- 4.3 IB Diploma exam fees are payable to the IBO and will be invoiced to the parents of IB DP candidate students. The cost is determined as a per subject fee.
- 4.4 Once the student is accepted by SSIS, refunds both for transportation and tuition fees, are given as follows:

- 4.4.1 For attendance of less than twenty-five (25) days in a semester, the school will refund 50% of fees paid for that semester.
- 4.4.2 For attendance of twenty-five (25) or more days in a semester, the school fee will not be refunded.
- 4.4.3 For those who have paid a full year's tuition fees and leave before the commencement of Semester 2, Semester 1 tuition fees will be refunded as per 4.4 1-2 above and Semester 2 tuition fees will be refunded in full.
- 4.4.4 For those who leave after the commencement of Semester 2, tuition fees will be refunded as per 4.4 1-2 above.
- 4.5 Fees will not be refunded if a student is absent and intends to return to SSIS, within the same academic year.
- 4.6 Fees will not be refunded in the event of partial or whole school closure due to an uncontrollable situation such as snow, high pollution, communicable disease.

## 5. Deposits

SSIS makes advance commitments related to staffing, purchasing and other resources, based on confirmed enrolment, all of which have financial implications. Accordingly, should a parent/guardian decide to terminate a student's study at SSIS, it is necessary for SSIS to be compensated for the early termination of the education services contract between the school and the parent, as commitments would have already been made by SSIS and there would be direct and/or indirect financial impact of implementing changes in scheduling and other arrangements. Depending on the time of year when the student withdraws, as well as when the written notice of withdrawal is submitted to SSIS, the amount of compensation for early termination required by the SSIS may vary.

## 6. Registration and Library Deposits

Registration and Library Deposits will only be refunded when the following process is adhered to:

- Leave form is completed online or collected from the Admissions Office. The paper form must be completed, signed and dated by a parent, and submitted to the Admissions Office. Any other type of withdrawal notices, verbal or written will not be accepted.
- Clearance form is downloaded online or collected from the Admissions Office.
- All textbooks, library books and other materials which are required by SSIS are returned.
- The Clearance Form must be completed and signed by the relevant staff (e.g. Head of Grade, Principal, Finance Office Representative etc.) and submitted to the Finance Office.
- Proof of deposit (the deposit receipt issued by the Finance Department on enrolment) is provided.
- The Registration Deposit may, at the School's sole discretion, be used to pay or to off-set against any monies due and owing to the school, or to pay for any damages to the School's property or for books and materials not returned.
- For a student who is accepted by SSIS and leaves within the same semester the Registration Deposit due to whatever reasons (including unable to get effective resident permit extension will not be refunded unless the leaving date was disclosed on the application and short-term arrangements had been approved in advance.
- Those leaving during a semester are not eligible for a refund of the Registration Deposit unless they have advised the School in advance in accordance with the dates above.
- Deposits not claimed by the parents/guardians within six (6) months from the student's last day attending school will be treated as a donation to the School's development fund and cannot be claimed thereafter.

The quantum of the deposit refund will be computed in accordance to the following due dates:

Not Returning	Leave Form Received	Deposit Refund
First Semester	On or Before June 1	100%
	On June 2 through start of First Semester	50%
	From Start of First Semester	0%
Second Semester	On or Before December 1	100%
	On December 2 through start of Second Semester	50%
	From Start of Second Semester	0%

## 7. Re-applicants

Re-applicants are students who leave SSIS and subsequently return. Re-applicants to the School will be subject to all prevailing admissions requirements, fee and policy changes.

## **8. Student Health and Accident Insurance**

Students are required to have effective health and accident insurance. Evidence of the insurance policy must be provided prior to the first day of classes and confirmation of the continuance of the policy must be provided so long as the previous policy is expired. In the event that the parent/ guardian refuses to provide SSIS with evidence of the policy upon request, the school may suspend or expel the student and treat the parent as being in breach of these Terms and Conditions.

## **9. Substance Abuse**

SSIS may search the person and effects of a student, if the school has reasonable grounds to believe that the student is using, distributing, or is in possession of illegal substances. The school may seek the permission of the parent to test the student for the presence of illegal substances and agrees that in the event the parent does not provide such consent, the school may suspend or expel the student and treat the parent as being in breach of these Terms and Conditions.

## **10. Uniforms**

The wearing of school uniform is compulsory for all students from Nursery to Grade 10. Students in Grade 11 and 12 are expected to dress in a manner which will bring credit to themselves and the school.

## **11. Student Photographs and Film**

Photographs or films of students and prospective students may appear in SSIS's public, marketing materials. Parents/guardians who do not want their child to appear in any or all of these must notify SSIS in writing. As for the photographs or films of students and prospective students, parents/guardians shall hold SSIS harmless of any claim arising from the public or marketing materials on privacy or publicity and other rights in that kind.

## **12. Parental Consent**

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

SSIS will endeavor to contact one or both parents/guardians in the above circumstances and endeavor to obtain their consent, but where neither parent/guardian can be reasonably contacted or if SSIS deems that the circumstances do not reasonably allow for such contact to be made, SSIS can contact other person relating to the parents/guardians which shall be deemed as same as contacting the parents/guardians, and/or is hereby authorized to take such action as it deems necessary or desirable in the interest of the child and SSIS.

## **14. Indemnification and Release**

SSIS, its officers, directors, principals, employees and agents shall be released, indemnified and held harmless from any and all claims and damages arising from the enrolment, attendance, participation, withdrawal or expulsion from school programs of the student, including, but not limited to, participation in school and after-school activities, bus program, field trips, tours, sports programs and recess, and resulting in any manner from the student's presence on or off the school property.

## **15. Disclosure**

Please note it is important to declare in writing all medical, behavioral, emotional and other issues that might affect your child's life at SSIS. In the case of a child with special education needs, SSIS 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 SSIS 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.

## **16. Termination by SSIS**

SSIS may at any time terminate this agreement and the child's enrolment may be withdrawn or suspended or made subject to new terms and conditions on one semester's written notice, or less than one semester's notice where SSIS has reason, in its opinion, to determine that permanent exclusion or removal is required. SSIS shall take no action without good cause and, where possible, full consultation with a parent/guardian and the student (if in SSIS's opinion the student is of sufficient maturity and understanding). Exclusions shall be carried out according to SSIS policy, which is available to parents/guardians. Parents/guardians have the right to appeal to the SSIS Board on a decision to permanently exclude a student.

## **17. Undertaking**

The student, parents / guardians agree that the student will at all times adopt and comply with all rules, regulations and policies which SSIS may adopt from time to time. SSIS reserves the right to amend school policy without prior notice.

These Terms and Conditions are subject to amendment by SSIS 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.