

## ENROLLMENT AGREEMENT 2025-26

### Enrollment Agreement

1. I/We agree to the best of my knowledge that the information provided in the application form is true and correct. If it is found later that essential details were wrong and/or false, or have been withheld at the time of application, the school reserves the right to withdraw acceptance of the student.
2. I/We consent to SSIS contacting the previous school to request further details or student files should there be any concerns regarding the academic records or behavior of the prospective student provided by the parents in the student application.
3. I/We agree to inform the school immediately if any given information described in the application form changes. For the information given due to my/our ignorance or failure to notify SSIS, all emails or contact to my name /address are deemed delivered.
4. I/We agree to make the payment of all required fees on time and deposits and have read and understood the terms and conditions for refund of fees and deposits. Whether the fees and deposits are paid by the parent/guardian or the employer of one of the parents/guardians, the parent/guardian will take full responsibility to ensure all fees and deposits are paid.
5. I/We agree to accept the rules and regulations adopted by the school including the substance abuse policy.
6. I/We confirm and agree that photographs, or videos, of the child may appear in school materials, including but not limited to brochures, school related websites, in advertisements, and newsletters. I /we will waive all my right to claim any infringement or compensation against SSIS for the photographs, films or videos on which media the child may appear in school materials.
7. I/We agree that the child can participate in school activities including athletic events and any other school sponsored activities on and off campus unless the school receives a note prior to the event.
8. I/We understand that in the event of an illness or accident to the child, SSIS will make all reasonable attempts to contact me. I /we also understand that if the child shows any sign of being ill or unwell, the child may be isolated from the other children and given supervision. In the event that I /we cannot be reached, I /we hereby grant SSIS full discretion to consult a licensed physician of SSIS's choice to attend to the child. All medical fees and any other expenses shall be borne by me, and I /we will refund SSIS within 15 days upon my receipt of the relevant invoices or documents showing specific amount spent by SSIS. I /we further understand that medication may be administered by SSIS's nurse according to the directions given by the licensed physician. I /we hereby agree not to hold SSIS liable in any way whatsoever for such medical treatment provided to the child at the school.
9. I/We hereby authorize SSIS to administer the following common household medications:

Ailment	Medication
Insect Bites	Antiseptic lotion, Hydrocortisone Butyrate cream
Skin irritation/Rashes	Antiseptic lotion, Hydrocortisone Butyrate cream
Bruises/Swelling	Votalin ointment or Lidocaine and Chlorhexidine spray
Cuts/Open wounds	Normal saline, Antiseptic lotion, Bactroban
Burns	Normal saline
Headache/Fever	Tylenol or Ibuprofen (liquid form for PreN-G4, tablet form for G5-G12)
Common cold	Tylenol (liquid form for PreN-G4, tablet form for G5-G12)
Sore throat	Golden Throat lozenges

Sore eye	Normal saline
Allergies	Claritin (liquid form for PreN-G4, tablet form for G5-G12)
Painful Period	Ibuprofen tablet
Asthma attack	Ventolin

10. I/We acknowledge the school withdrawal policy. If a student is leaving the school permanently, he/she is entitled to receive a letter of attendance for dates of attendance at the school. Should the student's next school require any additional information about attendance or performance, SSIS will provide this information directly to the new school upon request. All documents and records will only be released when the student has returned all borrowed books and equipment to the school, and all required payments have been made to the school. In addition, students are required to complete a leave form and clearance form to ensure that all items are returned. Requests for transcripts must be submitted in writing and requires 10 business days to complete. Courier or mailing costs are the responsibility of the parents.
11. I/We give permission for our contact details to be included in the Parent School Wide Directory.
12. I/We agree to the Terms and Conditions of Enrolment.

### Parent / Guardian Signature 1

Name

Signature

Date (dd/mm/yyyy)

### Parent / Guardian Signature 2

Name

Signature

Date (dd/mm/yyyy)

**ADDRESS:**

208 Zhong Nan Street, Suzhou  
Industrial Park, Jiangsu, China 215021

**CONTACT:**

+86 (0) 512 6258 0388  
admissions@mail.ssis-suzhou.net

**WEBSITE:**

[www.suzhousinternationalschool.com](http://www.suzhousinternationalschool.com)