



Suzhou Singapore International School



Enrollment Agreement

This enrollment agreement is between the Suzhou Singapore International School and the undersigned parent(s) or legal guardian(s) for

Name of student as it appears on his/her passport

Terms and Conditions

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 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 if any given information described in the application form changes.
4. I/We agree to make the payment of the charges outlined on the Fee and Payment Detail sheet. Whether the fees are paid by the parent or the employer of one of the parents, the parent will take full responsibility to ensure tuition is paid.
5. I/We agree to accept the rules and regulations adopted by the school including the mandatory drug testing policy.
6. I/We agree that photographs, or videos, of my students may appear in school materials, including but not limited to brochures, school related websites, in advertisements, and newsletters.
7. I/We agree that the student 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 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 check-out form to ensure that all items are returned. Requests for transcripts must be submitted in writing and require a 10 business days to complete. Courier or mailing costs are the responsibility of the parents.
9. I/We have read and understand the school tuition refund policy. For students who leave in the middle of a semester: For attendance of not more than 10 school days in a semester, the school will refund full semester fee after deducting the RMB 10,000 deposit. For attendance of more than 10 school days, but less than 25 school days in a semester, the school will refund 50% of that semester's school fees. For attendance of more than 25 school days in a semester, the school fee will not be refunded. This policy also applies to the refund of transportation fees.
10. I/We give permission for our contact details to be included in the Parent School Wide Directory. **Y or N**

Mother's /Guardian's Signature

Date (Day/Month/Year)

Father's/Guardian's Signature

Date (Day/Month/Year)