



THE BRITISH
SCHOOL
OF GUANGZHOU

A NORD ANGLIA EDUCATION SCHOOL

Conditions & Declarations

(to be completed & kept with each child's admissions documentation)

Surname of your
Child/Children:

Parents wishing to enrol children at the school are required to carefully read, agree with and sign all six sections of this document.

Section 1: Named Parent/Guardian- person responsible this application.

Section 2: Declaration - Conditions apply to all children you enrol.

Section 3: Declaration - Medical & Special Educational Needs (SEN).

Section 4: Declaration - 'Enrolment Fee' and 'Early Notice Payback'.

Section 5: Acceptance of 'General Conditions'.

Section 6: Declaration - 'Personal Information Collection Statement'

Section 1: Printed name of parent or guardian signing this form.

Name:

Signature:

Date:

Signed document to be returned to:

The Admissions Office
The British School of Guangzhou
983-3 Tonghe Road, Baiyun District, Guangzhou,
Guangdong Province 510515, China.

Section 2: Declaration - Conditions apply to all children you enrol.

As parent or guardian, I confirm that my acceptance of the 'Conditions' and 'Declarations' on this document will apply to all children I enrol at the school.

Signature:

Section 3: Declaration - Medical Conditions & Special Educational Needs (SEN) for all children.

Below, I inform the school of any and all medical conditions my child/children has/have that may require specific attention from the school.

GIVE DETAILS OR INDICATE "NONE"

Please tick and outline below any current and/or previous Special Educational Needs (SEN) your child/children may have or require:

- Educational Assessment
- Speech & Language Therapy Services
- Physical Therapy Services
- Occupational Therapy Service
- Other (please specify)

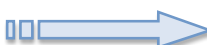
GIVE DETAILS OR INDICATE "NONE"

Noting above, I hereby certify that to the best of my knowledge my child/children has/have no other medical conditions or special educational needs that would prevent or hinder them from participating in normal school classes or activities.

I further certify that my child/children are and will be kept up-to-date with vaccinations recommended for their age group as they progress through the school and further understand that it is my responsibility to ensure appropriate medical insurance coverage as the school will not cover any medical expenses whatsoever relating to my child/children.

By signing below, I also give permission for school staff to administer minor first aid or treatment when required and to give immediate medical assistance to my child/children in the event of a medical emergency.

Signature:

Proceed to next page... 

Section 4: Declaration - 'Enrolment Fee' and 'Early Notice Payback'


1. I understand the school requires each family to pay an enrolment fee prior to enrolling children at the school. This enrolment fee is non-refundable. It will not be returned at any time and is non-deductible from any further charges applied to your family.
2. I understand if I cancel enrolment of my child/children prior to commencing classes at the School for any reason, the 'Enrolment Fee' will be forfeited. In addition, I must provide apposite written notice of at least 3 months prior to the first day of school for me to receive 'Early Notice Payback'.
3. I acknowledge that the school will provide an 'Early Notice Payback' reward of 10,000RMB to families that provides a formal written notice to the school's Admissions Office at least 3 months prior to the family's last day at school.

Notes:

- I. "Last day at school" means the student's last day physically at school. It does not mean last day at school plus holidays. It does not extend to the first day of the next term.
 - II. "Written notice" is defined as an email sent directly to the Admissions team (admissions@bsg.org.cn) at the school clearly stating your child or children's last day at school.
 - III. Notice of any kind given to teachers or any person at the school other than Admissions personnel can not be accepted for the purposes of 'Early Notice Payback'.
4. I understand I must be able to produce, if so required, an acknowledgment that apposite written notice of withdrawal has been provided to the school before any 'Early Notice Payback' payments can be paid.
 5. I accept 'Early Notice Payback' will not be delivered until all of my children have been withdrawn from the school (i.e. I will not expect 'Early Notice Payback' if one of my children withdraws with the appropriate notice, but I still have other children enrolled at the school).
 6. 'Early Notice Payment' is payable directly to the person who pays tuition bills for your family only assuming all outstanding fees and charges have been settled and all school resources have been returned before last day of attendance.
 7. If a third party (i.e. a company) is responsible for payment of any school charges, I accept that it is my responsibility to clearly explain the conditions above to them; and to provide them with copies of this document, the Application Form and the Admissions Booklet for reference.

Signature:


OFFICE USE ONLY

Proceed to next page... 

Section 5: Acceptance of 'General Conditions'

1. Application Process - Completing an application form does not entitle a student to placement at the school. A place will not be reserved until all entry requirements are fulfilled, which will normally include an assessment to determine the level of English and academic ability of the student. The school reserves the right to refuse admission after the interview and examination.
2. Quality of Information - It is vital parents provide full and accurate information to the school. Any information provided during the application process which is deemed to be incomplete or misleading could lead to the exclusion of a student from the School. In all such cases, the school Principal will have full and final authority.
3. Application Fee - The application fee is non-refundable. One application fee is required for every student applying to the school.
4. Documents Required - The following documents must be provided by parents:
 - (a) A photocopy of the passport of at least one of the parents;
 - (b) A photocopy of the student's passport;
 - (c) This 'Conditions & Declaration' document, fully completed and signed;
 - (d) Photo of Student;
 - (e) Where applicable, previous school reports.
5. Payment and Refund of Fees - The following criteria shall apply to the payment and refund of fees and charges:
 - (a) Fees and charges must be paid according to the dates and terms specified by the School on invoices;
 - (b) No refund of fees can be made for absence due to illness or any other causes.
 - (c) Full fees must be paid for any and all absence periods from the school. If fees are not paid for any reason during absence, the student's place will be forfeited.
 - (d) For tuition fees paid termly, no refund is available for early withdrawal;
 - (e) For tuition fees paid yearly, a refund for early withdrawal will be calculated by discounting from the total fees paid, the termly fee for every term attended (irrespective of whether the student has attended partially or fully any given term);
 - (f) At the discretion of the school, late payment of fees will be subject to a 5% surcharge.
6. School Lunches - The school regards lunches as an integral part of the education of the student and of school life in general. As such, school lunches are compulsory for all full-day students with no extra costs applied to families.
7. Bus Services - The school offers an optional bus service. No refund will be available for days of absence. If a student is not going to use this service on any given day, parents should notify the School in advance. If the school's bus service is not used then it is the responsibility of the parents to ensure their child arrives to school promptly and is collected according to school hours.
8. Absence - If a student is absent from school, parents agree to inform the school of the reason by telephone, as soon as possible. On returning to school, students must bring a note from a parent or guardian explaining the reason for their absence.
9. Standards of Behaviour and Discipline - Students are expected to behave in a polite and responsible manner throughout their stay at the school, showing respect to teachers and to fellow students. Strict disciplinary procedures will be enforced for incidents of serious misbehaviour such as bullying, racism or general disrespect to the school or others.
10. Uniform - School uniform is to be worn by students in accordance with the school's uniform policy.

Signature:

Continued on next page... 

Section 5 continued...

11. Temporary Suspension or Expulsion from the School - At the discretion of the Principal, the school reserves the right to temporarily suspend or expel a student or family for unacceptable behaviour, non-payment of tuition fees or bringing the school into disrepute. The same refund policies for absence (in case of temporary suspension) or early withdrawal (in case of expulsion) will apply. Details are highlighted in point 5 of these General Conditions.
12. Damage Liability - Parents are liable for any deliberate damage caused by their child to school property or to property belonging to teachers, employees or other pupils.
13. School Responsibility - The school has a responsibility towards the educational progress and well-being of the student body as a whole. Any pupil who is not making sufficient progress or whose behaviour over time is having a negative effect on the progress of other pupils may be excluded from the school. The decision to exclude a student from school remains solely at the discretion of the Principal.
14. Special Education Needs (SEN) - The school provides mainstream education and is therefore not resourced to cater for students with high levels of SEN. Our teaching staff and facilities can accommodate low to moderate needs but the school reserves the right to exclude students if, at any time, requirements are deemed by the Principal to be beyond our ability to cater for. Note that in such cases we will try to work in the child's interests. This may include advising and insisting on individual support for the child that parents/guardians will need to fully fund in addition to normal fees. In addition, an SEN charter is in place at the school to provide guidelines on how the school and families should work together to support the child effectively. Families of children requiring SEN support will be asked to fully support this charter.
15. Borrowed Items - The parents of any student that loses, misplaces or damages items borrowed from the school, including but not limited to school books, laptops/tablets and musical instruments provided by the school, shall be expected to refund to the school 100% of the list value of a new replacement item, irrespective of the age of the item lost/misplaced or damaged.
16. Use of Student Images, Photographs and Video - Parents automatically give consent for printed and digital use of photographs and video of their child/children in school internal and external publications and advertising/promotional material This includes website/press use and extends to include any pieces of school work.
17. School Excursion Consent - School day trips are an integral part of curriculum and school life. Unless written notification is provided to the Admissions Office at the school, it is understood parents consent to their children attending school day trips.
18. Privacy Policy - In compliance with the requirements of applicable law, we are committed to meeting internationally recognised standards of personal data privacy protection. We will never disclose any personal data to third parties without prior consent, unless permitted or required by law. Our full privacy policy can be found on the school website (www.bsg.org.cn) but if more information is needed or should you wish to access or correct personal information held by us, please contact info@bsg.org.cn.
19. Community Charter - Expectations on the relationship between, school, parents and students are outlined in the 'Community Charter' document that is provided to each family as you join the school. By signing below, you are confirming that you agree with and will support these principles.

Signature:

Section 6: Declaration - 'Personal Information Collection Statement'

The personal data collected from applicants and/or their parents/guardians pursuant to this application form will be handled by our staff, kept confidential and used by the British School of Guangzhou ("we" or "us") for lawful and relevant purposes including but not limited to:

- (a) assessing the suitability of applicants' admission to the British School of Guangzhou (the "School");
- (b) processing applications for admission;
- (c) verification of the applicant's examination results, academic records and other information;
- (d) school administration and operation after admission;
- (e) sending communications to parents and students including but not limited to newsletters and information about events and extra-curricular activities provided by the School or third party providers;
- (f) statistical and research purposes;
- (g) other school related purposes; and
- (h) alumni activities.

If any of our communications constitute direct marketing we will separately seek your consent where required by law.

We may disclose some of the data to third parties such as agencies (including the government of the People's Republic of China), service providers and contractors (whether within or outside the jurisdiction in which the School is located) appointed by us to undertake some of our academic, pastoral and administrative functions. This includes transferring data between affiliates. We will not disclose any personal data to any external bodies or organisations unless:

- (a) Such disclosure is expressly provided for under this Statement;
- (b) Permitted to do so by the applicant or his/her parent/guardian; and/or
- (c) Permitted or required by law.

Personal data may be stored in our or our affiliates' database systems (which may be located within or outside the jurisdiction in which the School is located) and online portals and where application is successful, such personal data will form part of the applicant's official student records. It may also be stored in online student resources such as the global classroom.

Where such personal data is not required to be retained by law, such personal data will be destroyed within 24 months following rejection of the application or otherwise as required or permitted by law.

If a Parent Teacher Associations (PTA) is established, we may provide such personal data to the relevant PTA for inclusion in the PTA directory and other PTA activities. If an applicant or his/her parents/guardians do not wish for such data to be included in the PTA directory, please inform us. We may place a student's photo, video footage, name or school work in our or our affiliates' website, social media, marketing materials, corporate communications (including annual reports) or publications.

In the event that a student already has a sibling at the School, the records of such sibling will be updated according to the data provided on the new student's enrolment form where relevant. Failure to provide the requested data may result in us being unable to process the application and may influence the outcome of the application.

All practicable and reasonable steps will be taken to ensure that personal data held by us is accurate. We will take all practicable steps to ensure security of the personal data and to avoid unauthorised or accidental access, collection, use, disclosure, copying, modification, disposal, erasure or other use.

Any complaints arising out of this Statement should be addressed in writing to the Principal (addressed to the School). The terms of the School's privacy policy can be found at www.nordangliaeducation.com/our-schools/guangzhou/parent-essentials/school-policies.

I, the undersigned, have read, understand and consent to the provisions contained within this personal information collection statement.

Signature:

Name:

Date: