



LÉMAN INTERNATIONAL SCHOOL - CHENGDU

乐盟国际学校（成都）

GENERAL TERMS AND CONDITIONS

入学规则

1. Introduction 引言

By signing the Léman International School – Chengdu General Terms and Conditions, the Parents or the Legal Guardian (collectively, jointly and severally the ‘Parents’) enter into an agreement with the Léman International School – Chengdu. (hereinafter ‘Léman’ or ‘the Léman International School’ or ‘the School’) and acknowledge having read and accept without reservation these General Terms and Conditions for the current school year, (the ‘General Terms and Conditions’) which will govern all contractual relationships between the Parents and the Léman International School.

学生父母或法定监护人（分别、共同以及统称为“家长”）一经签署成都乐盟国际学校本《入学规则》即视为与乐盟国际学校（下文统称“乐盟”或“乐盟国际学校”或“学校”）就本规则所有内容达成了一致，同时家长确认在签署本规则以前已经阅读、理解并同意接受本入学规则要求。学生家长和乐盟国际学校均应服从本《入学规则》的规定。

The Léman International School rules and regulations as stated in the ‘Parent Student Handbook’ which will be distributed before the start of each school year, as amended and approved by the board of directors of the School (the ‘Board’) from time to time, which are attached to these General Terms and Conditions, are part of, and incorporated by reference into, these General Terms and Conditions. The ‘Parent Student Handbook’ and the General Terms and Conditions, apply during school trips as well as during any other school or extra-curricular activity organized by the Léman International School, in China or outside China.

乐盟国际学校的《家长学生手册》所规定的规章制度经由学校董事会（“董事会”）不时的修订批准，是本《入学规则》的组成部分。《学生/家长手册》将于每学年开学前发放给家长。《家长学生手册》以及《入学规则》均适用于乐盟国际学校在中国境内、境外游学以及学校其余课外活动。

2. Admission and Procedure 申请入学程序

2.1 Required documentation and application fee 所需资料及入学费用

The following documents must be filed with the application and submitted to the Admissions department of the Léman International School (the ‘Admissions’):

提交申请时必须附带如下资料，并交由乐盟国际学校的招生部存档：

- The application form and all other forms required for the admission process, duly completed and signed;
申请表及其它入学申请表，需按要求填写签署；
- Complete transcripts of the student’s academic records for the current and previous one year (as applicable) and any partial year’s records;
本学年和上学年（如适用）成绩单以及任何部分学年成绩单的完整副本；
- A completed questionnaire from current or former teachers of the student (as applicable);
由学生的现任老师或前任老师完整填写的问卷表（如使用）；



- Other documents as required by the Léman International School including but not limited to:
 - Photocopy of the student's passport (photo page only)
 - Photocopy of the student's visa page
 - Two (2) passport photos
 - If the student requires a student visa to enroll, an official and notarized proof of guardianship will be required

乐盟国际学校要求的其它资料，包括但不限于以下材料：

- 学生的护照复印件（仅照片页）
- 学生的有效签证页复印件
- 2张2寸的证件照
- 如学生入学需要学校协助办理学生签证，需提供正式的监护人公证材料

2.2 Acknowledgement of the application 申请确认

Admissions decisions are made after the Léman International School receives complete required documents indicated in Article 2.1 above, and satisfactory academic records.

乐盟国际学校收到第 2.1 款规定的全部资料，且学生具有合乎要求的学业成绩，方可确认是否录取。

Once the application has been reviewed by the Admissions department of the Léman International School a letter regarding an admission decision will be sent.

一经学校招生部审核通过，学校将会发出录取通知书。

3. School Fees 学杂费

Each year the School will make public a schedule of school tuition and fees for the following school year (the Tuition Schedule'). All tuitions and fees referred to in these General Terms and Conditions refer to the tuitions and fees for the applicable school year published in the applicable Tuition Schedule.

学校每年将会公布下一学年的学费和其它费用（学费标准）。学校《入学规则》中确定的所有学费和其它费用均指具体学费计划中列出的相关学年的学费和其它费用。

3.1 Tuition fees 学费

Unless in agreement with the published Deferred Payment Schedule (as defined in Article 3.3) or otherwise agreed upon in writing with the School, any tuition fees (the 'Tuition Fees') as set out in the Tuition Schedule must be paid no later than 1 August of each school year. Students starting before 1 October of the current school year will be assessed a full year's tuition. Tuition Fees for students starting after 30 September of the current school year will be prorated based on the remaining number of school days of the current school year with a minimum charge of 10% of the current year's tuition.

All withdrawals and dismissals are subject to the terms stated in articles 3.5 and 3.6.

学费付款计划表规定的费用必须于每一学年 8 月 1 日前进行支付，个人情况符合延期付款规定（按照第 3.3 款）或与学校达成书面协议者除外。每年 10 月 1 日之前入学学生，按规定应缴全年学费；每年 9 月 30 日之后入学的学生，应缴学费会根据当年实际剩余上课天数按比例进行收取，且最少不低于当年全年学费的 10%。

学生退学或开除的情形按照 3.5 和 3.6 条款执行。

3.2 Other fees 其它费用

Additional mandatory or optional fees may be charged during the school year.

学年内可能会征收其它必须费用或可选择费用。



3.3 Deferred payment schedule 延期付款日程表

For students enrolled prior to 1 October of the current school year, Parents have the choice of making full tuition payment upon enrollment or deferring 50% of the tuition payment until 15 December of the current school year. For students enrolled after the 30 September of the current school year, tuition is due in full upon enrollment. An interest charge of 1.5% will be assessed on families who choose to pay in installments. The interest charge's rate and calculation method is determined by the School and may vary by year.

每学年 10 月 1 日前入学的学生，家长可选择一次性费用付款方式或先付总费用的 50%，余下 50% 的费用需在本学年的 12 月 15 前结清。每学年 9 月 30 日以后入学的学生应在入学后按照相关规定一次性付清学杂费。对于选择分期付款的家长以及单位，学校会收取 1.5% 的利息费用，利息费率以及费用的计算方法，学校会每年重新审核，适用。

3.4 Financial terms 财务条款

Table with 3 columns: Field, For RMB 人民币汇款, For USD 美元汇款. Rows include Beneficiary Name, Bank Name, Account Number, Bank Address, and Swift Code.

For payment in US Dollars ('USD'), the amount due will be the equivalent in USD of the Chinese Yuan ('RMB') amount at the selling exchange rate of the first working day of the month the invoice was issued, as published by the Bank of China. (http://www.boc.cn/sourcedb/whpj/enindex.html).

支付币种为美元，应按美元兑换人民币的汇率等值计价。计价采用发票开出当月第一个工作日中国银行颁布的美元卖出汇率。

Parents who would like to pay by USD shall consult with the finance office and get a US dollar tuition invoice before making the bank transaction.

家长选择支付美元的，应在付款之前联系学校财务部获取美元学费账单，方可转账付款。

The School cannot invoice any third parties, in whole or in part, on behalf of the Parents. Any submission for reimbursement of tuition by the Parents must be made by the Parents directly.

学校不对代表家长的第三方开具发票，不论是全额还是部分。学费退费相关事宜必须由家长亲自办理。



3.5 Dismissal or cancellation of registration and irrevocable commitment to pay school fees for the current school year 开除学籍或取消入学资格，已支付的当前学年费用不予退还。

The Student is registered for a complete school year, as defined by the school calendar published every year by the School for the following school year. By signing the General Terms and Conditions, the Parents commit to paying all the school fees as set forth in this Article 3 for a complete school year.

学生登记入学为一整学年，并依据学校每年为下一学年出版的校历确定。一经签署《入学规则》，则视为家长承诺支付第3款规定的一整学年的学费

3.6 Reimbursement and reductions 退款和减免

No refund shall be made for decisions that result in dismissal of students as defined in Article 4, 5 and 6.

因本规则第4款,第5款和第6款相关规定做出的学生退学决定，将不予退还学费。

- Before 30 April 2018 – Full refund
- Before 1 July 2018 – Full refund less the deposit 20,000RMB
- Between 1 July and 14 August 2018 – Full refund less 25,000RMB
- If a pupil is enrolled after 1 October, no refund will be available for early withdrawal.
- Leaving in the middle of the academic year – 30 days (excluding holiday) notice of withdrawal in writing must be given to admissions office or 30 school days’ fees will be payable in lieu of notice. The tuition fee will be charged as below.
- 2018年4月30日前 – 全额退还学费
- 2018年7月1日前 – 扣除2万元学位保证金后退还剩余学费
- 2018年7月1日至8月14日 – 扣除2.5万元费用后退还剩余学费
- 10月1日之后入学的学生，如果中途退学不退还任何学费。
- 中途退学 – 提前30天（不包括假日）书面通知学校招生部，否则需支付等同于30天的学费费用。学校将根据离校日期按比例收取学费。

	Departure during Semester 1 第一学期结束前退学	Departure between 1st day of Semester 2 and 1 March 在第二学期开始到3月1日之间退学	After 1 March 3月1日之后
Tuition fee charge 收取学费标准	Charge of 50% of the annual fee. 收取全年学费50%的费用	Charge of 70% of the annual fee. 收取全年学费70%的费用	Charge of 100% of the annual fee. 收取100%全年学费

3.7 Non-payment or late payment 未支付和逾期支付

The School reserves the right to refuse admission or continued enrollment or not authorize the students to attend classes if the full amount of tuition or fees is not paid as scheduled and/or scheduled installments payments are not paid as per agreement. If by the due date the School does not receive payment or written notification that payment is in transit, and/or has not received the required faxed copy of any wire remittance identifying the name of the student, the School shall assume that the student does not plan to attend or return to the School and may make the seat available to new applicants.

若家长未能按规定要求全额支付学费或按规定支付分期付款款项，学校则有权拒绝录取、续期或中止学生上课。如果学校在规定日期未收到付款或付款正在转账中的书面通知，或未收到注明学生姓名的电汇传真件，学校将认为该学生不打算继续就读或返校，并把名额留给新生。



Overdue payments will incur a penalty of 5% surcharge on the outstanding balance of the amount due. In case of non-payment, the School may suspend the student and/or withhold records, diplomas, recommendations, or grade reports of the students until any outstanding amount and accrued penalty charges are paid in full.

逾期付款罚金为 5%，以逾期未付额度为计算基数。针对未支付现象，学校可中止学生上课或暂扣学生的档案、毕业证、推荐信或成绩单，直到应付款和累计违约金全部付清。

The Parents agree and acknowledge that the Tuition Fees and any other fees are due and payable in accordance with the General Terms and Conditions without the need for the Léman International School to put the Parents on notice for payment.

家长应同意按照《入学规则》支付应付学费以及其它学杂费，无需乐盟国际学校做另行通知。

The Parents will be held jointly and severally responsible for any amounts due to the School under these Term and Conditions regardless of any arrangement the Parents may have with any third party regarding the payment of such amounts.

不论家长与第三方针对学校的应付款项有任何协定，家长都必须根据本《入学规则》规定共同或单独承担责任支付学费和各项应付费用。

4. School Rules 学校规章

4.1 Commitment to abide by the School Rules 承诺遵守学校规章

Any student who has been accepted to the Léman International School must abide and is bound by the rules of the Léman International School, as amended periodically, and such other rules and expectations as embody the Léman International School's values of honesty, respect and responsibility.

学生一经录取，则必须遵守乐盟国际学校定期修订的规章制度以及能够体现乐盟国际学校价值的其它规定和要求，如“诚信、尊重、责任”。

The student's continuous enrollment in the Léman International School is conditional upon his/her successfully completing the school year in good standing, both academically and behaviorally, and all fees being paid promptly. 学生续期就读的前提条件为成功完成本学年学习任务，学业、行为举止达标以及按时付清规定费用。

4.2 Disciplinary decisions and dismissal 纪律处分与开除

Decisions with a view to sanctioning students who do not abide by the School Rules, do not observe appropriate customs of the local region, or who are not in good academic standing are made by the Léman International School, at its sole discretion and may not be appealed by the Parents. Board members, management and the principals of the Léman International School retain the right, at all times, to dismiss a student whose behavior, attitude, or school work is deemed unsatisfactory.

对不遵守学校规章制度、违反当地民风习俗或学业不合格的学生，乐盟国际学校有全权决定给与纪律处分，家长无权提出申诉。乐盟国际学校董事会和管理层保留权力，随时可以对行为、态度或学业不合格的学生给予开除处分。

4.3 Parents' acceptance 家长认可

The Parents agree to abide by the rules adopted by the School as set forth herein.

家长同意并遵守学校制定的规章制度。



5. 'Good Parent' clause “家长行为规范” 条款

A positive and constructive attitude between the Parents and the Léman International School is essential to the fulfillment of the School's educational purpose. Thus, the School reserves the right, at its sole and entire discretion, to dismiss a student at any time, if his/her Parents exhibit a negative behavior toward the Léman International School, its teachers and/or other students. Among other causes for dismissal, is that of Parents undermining decisions of the School's management or principals in connection with the school rules or disciplinary actions against the students or failing to observe appropriate customs of the local region. In addition, the Parents undertake not to undermine or disparage in any public forum the School's board members, management, principals or teachers; or any decisions by such board members, management, principals or teachers.

家长与乐盟国际学校之间的积极建设性态度是实现学校教学目标的重要保证。如果学生家长行为对乐盟国际学校、以及乐盟国际学校的教师或学生产生负面影响，乐盟国际学校保留权可随时自行决定开除其学生。学校开除学生的其它理由还包括：家长诋毁学校管理机构或分管校长针对学生违反学校规章的决定或者纪律处分；亦或学生不遵守当地合理习俗的处分决定。另外，家长应保证不在公共论坛诋毁或藐视乐盟国际学校董事会成员、管理机构、分管校长、教师或上述人员的决定。

6. Parental discipline and oversight 家长训导和监督

The Parents undertake to work in partnership with the School and monitor the student's attendance. They will inform the School when both Parents are absent from Chengdu for any period of 24 hours or longer or otherwise cannot be reached in case of an emergency.

家长应保证和学校一起努力，共同监督学生出勤。如若父母双方均离开成都超过 24 小时，或因紧急情况无法联系，应事前通知学校。

They further undertake that the student will reside at all times with at least one parent or legal guardian. Disregard for any of these requirements as set forth by the School may constitute cause for dismissal.

家长还应保证，学生在任何时候都应至少和父母双方一人或一个法定监护人住在一起。若不遵守以上规定，乐盟国际学校有权据理开除学生。

7. School Activities 学校活动

The Parents agree to allow the student to participate in any and all of the School's activities, including athletics and any school-sponsored trip away from campus unless the School receives written notice to the contrary from the Parents.

家长允许学生参加学校各种活动，包括运动会和乐盟国际学校主办的校外旅游。若家长不允许学生参加，应书面通知学校。

8. Student records 学生档案

The Parents acknowledge, consent and agree that the School shall create student records necessary for the educational guidance and/or welfare of students and for the orderly and efficient operation of the School. All student records thus created shall be maintained in such manner as to ensure their integrity and confidentiality. The School shall establish procedures governing the creation, content, management, and control of student records. The written consent of a Parent shall be required for the School to release any student records or provide information contained therein to any third party, including another school, agency, or organization. The consent of a Parent shall not be required where:



为了更好的对学生进行教育指导、以及学校有序的高效运作，乐盟国际学校将会为每一位学生建立一份学生档案，家长应予以支持与配合。学校也将本着诚信和保密的原则维护学生档案，由乐盟国际学校制定建档管理程序、确定档案内容和档案管理事宜。乐盟国际学校若要公开学生档案或向第三方（包括其它学校、代理或组织）公布档案所含信息，必须有家长书面允许，但下列情况除外：

1. the School is under a legal duty to release the student's records or disclose information;
学校出于法律责任公开学生档案或透露学生档案信息，
2. the School is required to release the student's records or disclose information to its legal advisors to prepare legal advice for the School; and
学校法律顾问为提出法律建议而要求公开学生档案或透漏学生档案信息，
3. the information contained in the student's records was in the public domain at the time the School records were created or have subsequently come into the public domain through no fault of the School.
学生档案信息在学校建档时已经公布；或继此之后为公众所知，但责任不在学校。

Notwithstanding the above, the Parents and, as the case may be, the student who has reached the age of legal majority (18), consent that their personal data as well as student records be communicated by the School to its affiliated companies in China or abroad and then processed by such affiliated companies.

尽管有以上这些规定，家长和已达到 18 岁法定年龄的学生允许乐盟国际学校向及其在中国和海外的关联公司传递学生个人信息和档案，之后由上述关联公司进行处理。

9. Use of student's work, image and data in publication and communication 将学生作品、肖像和资料用于出版与交流

The School reserves the right to use the student's work in its publication and communication.

乐盟国际学校将保留权力对学生作品、肖像和资料用于出版与交流。

Parents agree to authorize and give full consent, without limitations or reservations, to the School to publish, in whole or in part, any pictures, photographs, videos, written extractions, and voice recordings in which the student appears in the School's publications, including but not limited to newsletters, advertising, brochures, press releases, and the School's websites or web pages. The Parents also agree to permit the School to notify local media of the student's academic, athletic, and other special achievement.

家长应授权并且无条件同意乐盟国际学校在学校出版物包括但不仅限于时事通讯、广告、学校手册、新闻稿和学校网站或网页上使用或部分使用学生图片、照片、录像、所作摘录和录音。家长还允许学校向当地媒体透露学生在学业、运动和其它方面取得的优异成绩。

10. Medical Treatment 医疗

The Léman International School reserves the right to take all necessary action in the best interest of the health and wellbeing of the student. The Parents explicitly authorize the Léman International School to take all necessary actions to provide medical treatment to the student and agree to pay all expenses incurred at the discretion of the School for the medical treatment of a student if deemed necessary by the School.

乐盟国际学校保留权力，为了学生健康和福利采取一切必要措施。家长应明确授权乐盟国际学校采取一切必要措施保证学生医疗；对于学校在必要时为学生提供的医疗服务，家长应支付相应费用。

As a condition of the School's acceptance of a student for enrollment, the Parents undertake to waive and agree to waive any and all claims that they may have against the School's board members, management, principals,



teachers, employees, officials, and/or any individual members associated with the School for their taking necessary actions to provide medical treatment to the student, except for those claims resulting from gross negligence or willful misconduct of the School.

家长放弃及同意放弃对提供医疗服务的学校董事会成员、管理人员、分管校长、教师、雇员、行政人员和与学校相关的个人提出索赔的权力，此为学校接受学生入学的条件；重大过失或蓄意不当行为除外。

11. Notices 注意事项

To be valid, any notice or other communication to be made by the Parents or by the Léman International School shall be in writing and signed by or on behalf of the Parents or the Léman International School. It shall be served by courier service, to the following addresses:

学生家长或乐盟国际学校之间的信函或各自发出的通知必须呈书面形式，并且由当事方签署或由其代表签署方能生效。通知及信函应以快递的方式送达以下地址：

For the Léman International School: The Léman International School

致信乐盟国际学校：乐盟国际学校

For the attention of the Headmaster

收信人为校长

1080 Da'an Road, Da'anVillage, Zhengxing County, Tianfu New Area, Chengdu 610218 P.R. China

中国成都市天府新区正兴镇大安村大安路 1080 号，邮编 610218

For the Parents:

致信学生家长：

To the address indicated in the application form.

家长在申请表中填写的地址

Notices or other communication shall take effect upon receipt.

通知和信函在接收时生效。

12. Governing Law and Jurisdiction 适用法律与裁决

The General Terms and Conditions and all contractual relationships between, on one hand, the Parents, responsible for the payment of the financial obligations and, as the case may be, the student who reaches the age of legal majority (18), and, on the other hand, the Léman International School, shall exclusively be governed by the laws of The People's Republic of China (the 'PRC'). All disputes arising from the General Terms and Conditions entered into by the Parents and the Léman International School shall be exclusively settled by the courts of the PRC in accordance with PRC legal proceedings.

本《入学规则》以及双方之间的所有合同关系均服从中华人民共和国法律（双方：学生家长、年满 18 岁的成年学生为签约一方；乐盟国际学校为签约另一方）。学生家长和乐盟国际学校之间因本《入学规则》引发的任何争端必须由中华人民共和国法院根据中华人民共和国法律诉讼解决。诉讼管辖所在地为学校所在地。