



## Terms and Conditions 条款和条件

### A Introduction 简介

- These Terms and Conditions** form the contract among the Parents and School.  
本条款和条件构成家长和学校各方之间的合同。
- Variations:** The School reserves the right to change or add to these Terms and Conditions from time to time and will provide at least one full School term's notice of substantial changes to the Parents before the changes take effect. Please see **Section K** for further information.  
**变更:** 学校保留不时对条款和条件进行修改或增加内容的权利, 学校将在变更生效前至少一个完整学期将实质性变更通知家长。进一步信息请见 K 部分。
- The School's Prospectus and website** are not contractual documents. Please see Clause 98 of this document for further information.  
学校简章及网站不属于合同文件。更多信息参见本条款和条件第 98 条。
- Fees and Notice:** The rules concerning fees and notice are of particular importance and are set out at **Sections H & I**.  
**费用和通知:** 有关费用和通知的规定十分重要, 详列于第 H 和 I 部分。
- Documents referred to:** On accepting the offer of a place, Parents and Pupils receive a copy of the Fees List. Parents also have an opportunity, on request, to see any of the other documents referred to in these Terms and Conditions. Please refer to **Section K**.  
**相关文件:** 收到学校留位通知时, 家长和学生会收到交费清单。应其要求, 家长可有机会查阅本条款和条件提到的任何其他文件。详见第 K 部分。

Educational Excellence for Life and Leadership

育以至善 • 卓以领航

**HARROW ZHUHAI** 哈罗珠海

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## B Terminology 术语

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6. “**The School**” means [Harrow Zhuhai Innovation Leadership Academy Zhuhai].  
“学校”指【珠海市横琴新区哈罗礼德学校】。
7. “**Governors**”/“**Governing Body**” means the Governors of the School who are appointed from time to time under the terms of its governing instrument and who are responsible for the governance of the School.  
“校务管制委员”/“校务管制委员会”是指根据管理文书条款不时指派的校务管制委员，及对学校校务管制负责的主体。
8. “**The Head**” is responsible for the day-to-day running of the School and that expression includes those to whom any duties of the Head.  
“校长”指对学校的日常管理负责以及负有校长职责的人员。
9. “**The Parents**”/“**You**” means any person who has submitted an application for admission into the School for the Pupil and/or who has accepted responsibility for the Pupil’s attendance at the School.  
“家长”/“您”指替学生提交入学申请的人士及/或对学生在校行为承担责任的人士。
10. “**The Pupil**” is the person who will be or is studying at the School and named as the pupil on the Application Form.  
“学生”指在学校就读或即将入学且其名字列于申请表上“学生”一栏的人士。

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## C Admission and Entry to the School 入学

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11. **Registration and Admission:** Registration is not completed until the Parents have received an acknowledgement of registration and the Registration Fee (where required) has been paid. This **does not** constitute an offer of a place at the School.  
**注册与入学:** 直到家长收到学校的注册确认单以及支付完注册费（如适用）后，注册才完成。但这并不构成学校的入学通知。
12. **Equal Treatment:** The School welcomes staff and children from many different ethnic groups, backgrounds and creeds.  
**平等对待:** 学校欢迎来自多种不同民族、背景和宗教信仰的职员和孩子。



13. **Offer of a Place and Deposit:** For applicants who have been offered a place, the Parents confirm that the Pupil is definitely coming to the School in that term by submitting application and paying the School Deposit (where required).

**入学通知和保证金:** 对于最终录取的申请者, 家长完成提交申请并支付入学保证金(如适用)即表示学生届时一定会按期入学。

14. **Admission Requirements:** Before entering the School, the Pupil must satisfy the School's entry requirements. In the case of sixth form entrants, IGCSE, or equivalent qualifications should be met. The School does not assure that Pupils meeting the relevant entry requirements would be admitted. It should be the Parent's responsibility at all times to ensure that the Pupil has the appropriate immigration permission to reside in the country and to study at the School.

**入学要求:** 学生入学前必须满足入学要求。对于高二、高三年级的入学者, 应持有国际中学教育普通证书(iGCSE)或同等资质。学校不保证符合相关入学资格的学生一定会被学校录取。家长有责任确保学生在任何时间内有在国内居住及在学校学习的适当的入境许可。

15. **The School Deposit:** The School may require applicants or students admitted to the School to pay the School Deposit where not prohibited by the applicable PRC laws. The refundable School Deposit is payable upon a Parent's receipt of an offer letter and invoice from the School. It will be repaid to Parents in accordance with this Terms and Conditions. Unless otherwise agreed with the Head, the School Deposit will only be refunded before entry where the Pupil has failed to meet the Admission Requirements. However, the School reserves the right to offset this deposit against part or all of any amount that Parents may owe at any time to the School, including but not limited to outstanding tuition fees, exchange loss from foreign currency transfers into an RMB account, charges for academic materials, lunch, transportation and to cover the loss or non-return of school books and equipment, or courier fees. Should the outstanding amount have exceeded amount equivalent to the School Deposit, payment for the difference is required.

**入学保证金:** 在不违反现行中国法的前提下, 学校可能要求已经录用的申请人或学生支付入学保证金。入学保证金是可退还的, 家长应在收到录取通知函和学校账单后支付。入学保证金将根据本条款和条件退还家长。除非与校长另有协议, 否则只有在学生未能达到入学要求的情况下, 才可在入学前退还入学保证金。但是学校保留权利用这笔入学保证金抵消家长任何时候可能欠付学校的部分或全部款项, 包括但不限于未付的学费, 因将外币转入人民币帐户而产生的汇兑损失, 用于学习材料、午餐、交通的费用, 赔偿丢失或不归还的课本和设备, 或快递费用。如果未偿金额超过相当于入学保证金的金额, 则必须支付差额。



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## D Pastoral Care 辅导关怀

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16. **Meaning:** Pastoral care is the thread that runs throughout all aspects of life at the School and is directed towards the happiness, success, safety and welfare of each pupil and the integrity of the House and School community.  
**定义:** 辅导关怀贯穿于学校生活的各个方面, 并指向每个学生的幸福、成功、安全和福利以及院舍和校园的完善。
17. **The School's Commitment:** The School will do all that is reasonable to safeguard and promote the Pupil's welfare and to provide pastoral care to at least the standard required by law in the particular circumstances and often to a much higher standard.  
**学校承诺:** 学校将尽一切可能确保并促进学生福利, 至少按照法律就特定情况要求的标准但通常会以更高的标准提供辅导关怀。
18. **Complaints/Concerns:** Any serious questions, concerns or complaints about a pupil's pastoral care, safety or quality of education must be notified to the School as soon as practicable. A copy of the School's Complaints Procedure can be supplied on request. See also Clause 70 below.  
**投诉/关注:** 任何对于学生的辅导关怀机制、安全性或教育质量的严重质疑、关注或投诉都应当在可行的范围内尽快通知学校。学校可应要求提供一份学校投诉处理程序手册。详见下述第 70 条。
19. **Head's Authority:** The Parents authorise the Head to take and/or authorise in good faith all decisions which the Head considers on proper grounds will safeguard and promote the Pupil's welfare.  
**校长权力:** 家长授权给校长本着善意作出及/或授权他人作出校长有合理理由认为将保护和提高学生福利的所有决定。
20. **Ethos:** The ethos of the School must be such as to foster good relationships between members of the staff, among the pupils themselves and between members of the staff and pupils. Bullying, harassment, victimisation and discrimination will not be tolerated.  
**校风:** 学校的校风须为促进职员之间、学生之间, 以及职员和学生之间培养良好关系。欺凌、骚扰、诬陷以及歧视将不予容忍。
21. **Physical Contact:** Parents give their consent to such physical contact as may accord with good practice and be appropriate and proper for teaching and instruction and for providing comfort to a pupil in distress or to maintain safety and good order, or in connection with the Pupil's health and welfare.





**身体接触：**家长允许符合良好规范、对于教学和指导适当和合适的身体接触，以及在学生苦恼时进行安慰或维持安全和良好秩序，或者有关学生健康或福利有关的身体接触。

22. **Disclosures:** Parents must, as soon as possible, disclose to the School in confidence any known medical condition, health problem or allergy affecting the Pupil, any history of a learning difficulty on the part of the Pupil or any member of his immediate family, or any family circumstances or court order which might affect the Pupil's welfare or happiness.

**信息披露：**家长私下必须尽早向学校披露任何已知的学生的医疗状况、健康问题或者过敏情况、学生自身或其直系亲属曾有任何学习障碍史、或任何可能影响学生福利或幸福的家庭环境因素或法院判令。

23. **Confidentiality:** The Parents authorise the Head to override their own and (so far as they are entitled to do so) the Pupil's rights of confidentiality, and to impart confidential information on a "need-to-know" basis where necessary to safeguard or promote the Pupil's welfare.

**保密：**在保障或提升学生福利的必要情况下，家长授权校长以超越其自身及（在家长权限范围内）学生的保密权利，基于“应知”的基础上披露保密信息。

24. **Use of E-mail and Internet:** The School's Policy on the use of e-mail and the internet is applicable to parents and pupils and is available to parents and pupils on request. The School reserves the right to monitor the Pupil's e-mail communications and internet use.

**电邮及互联网使用：**对于电邮和互联网使用有关的学校政策适用于家长和学生。家长可向学校索取使用电子邮件及网络的政策。学校保留监控学生电子邮件往来及网络使用的权利。

25. **Safeguarding:** The School's Policy on Child Protection and Safeguarding is available on the School Website or upon request. Parents are encouraged to make themselves familiar with this policy, and to pay particular attention to clauses which refer to the conduct expected of parents.

**保障措施：**学校的《儿童保护和保障政策》可在学校网站上获取或可向学校索取。学校鼓励家长阅读并熟悉这项政策，并应特别留意涉及与家长行为相关的条款。

26. **Leaving School Premises:** The School will do all that is reasonable to ensure that each pupil remains in the care of the School during School hours but cannot accept responsibility for the Pupil if he or



she leaves the School premises in breach of School Rules.

**离开学校场地：**学校将尽一切合理可能以确保每位学生在上课时间内置于学校的照看中,但对于违反学校规章制度（“校规”）私自离校的学生,学校不承担责任。

27. **Residence During Term Time:** Pupils are required during term time and at weekends (permitted periods of time away from School) and half term, to live with a parent or legal guardian or with an education guardian acceptable to the School.

**学期内的居住：**学生在学期内和周末（允许离校的时间段）和期中假期,应与一名家长或法定监护人或经学校可接受的教育监护人一起居住。

28. **Absence of Parents and Guardianship Arrangements:** All Parents must inform their child's Class Teacher or Head of House in writing of the name, address and telephone number(s) of an education guardian or other suitable adult(s) willing and authorised by the Parents to accept full responsibility for the Pupil in the event of the School being unable to contact the Parents in an emergency or when the Parents are either permanently or temporarily out of the country or out of reach.

**无父母及监护人陪同的安排：**所有家长必须将一名教育监护人或者其他愿意为学生负全责并经父母授权的成人之姓名、地址和电话号码告知班主任或院舍舍监,在学校无法与父母取得联系情形下需紧急联络,或者在父母暂时或永久出国时取得联系。

29. **Photographs, videos, any audio and visual material of multimedia by nature:** The School, other schools in the AISL Harrow Schools Family, its affiliated companies and parties providing professional education services to the School (“the entities”) may from time to time include some photographs or images of Pupils in the entities' promotional material such as the prospectuses, website and videos. The entities would not disclose the name or home address of a child without the Parents' consent. See Schedule 1 for the School's Personal Data Protection Policy.

**照片、视频及多媒体的任何音频和视频材料：**学校、AISL Harrow Schools Family 的其他学校及其关联公司和/或向学校提供专业教育服务的各方主体（“相关主体”），可能不时地在相关主体的宣传资料,如学校简章、网站和影像中使用学生的照片或形象。未经家长同意,相关主体不会披露学生的姓名或家庭住址。详见附件一的学校个人资料保护政策。



30. **Transport:** The Parents' consent to the Pupil travelling by any form of public transport and/or in a motor vehicle driven by a responsible adult who is duly licensed and insured to drive a vehicle of that type and approved by the School.

**交通:** 家长同意学生乘坐任何形式的公共交通和/或由负责的成年人驾驶并经学校同意的机动车辆，该成年人已获得合法的驾驶执照并有保险驾驶该车辆。

31. **Pupil's Personal Property:** Pupils are responsible for the security and safe use of all their personal property including money, mobile phones, locker keys, watches, computers, calculators, musical instruments and sports equipment, and for property lent to them by the School.

**学生个人物品:** 学生对包括金钱、手机、储物柜钥匙、手表、电脑、计算器、乐器、运动设备以及自学校借到的物品的安全性及安全使用负责。

32. **Insurance:** Parents are responsible for the insurance of the Pupil's personal property whilst at School or on the way to and from School or any School-sponsored activity away from School premises.

**保险:** 家长对学生在学校期间、来回学校路上或者任何学校主办的校外活动的个人物品负有投保义务。

33. **Liability- Reasonable Endeavours:** While the School will use reasonable endeavours to educate the Pupil, the School will not be liable for any failure of a Pupil to attain any academic or other standard. Parents' consent to the Pupil participating in all or any of the normal activities of the School during term time for which the School is insured and will not hold the Governors or the School's employees responsible for any injury or loss suffered by the Pupil provided that the Governors and the School's employees exercise due care and attention. The School will not seek further consent for these activities in term time but undertakes to inform the Parents of any activity which requires an overnight stay away from the School or travel outside the province in which the School is located, although separate consent will be sought for any activity or expedition taking place outside of the country.

**责任 - 合理努力:** 学校将尽其合理努力教育学生，但学校将不对学生未能达到任何学术成绩或其他标准负有责任。家长同意学生在学期期间参与学校已投保的所有或任何正常活动，如果校务管制委员以及学校职员已尽了应有的谨慎和注意义务，则上述人员不承担任何学生受伤或遭受损失的责任。尽管出国的活动或探险需另行征得家长同意，学校不会就学期内离校在外过夜或离开学校所在省份的活动进一步征得家长的同意，但应承担通知家长的义务。



34. **Liability - Limitation:** Any liability of the School to the Pupil or Parents shall be limited to the aggregate amount of Fees paid in respect of the Pupil. The exclusions or limitations of liability shall not apply so as to limit or exclude any liability of the School for death or personal injury resulting from the negligence on the part of the School.  
**责任 - 限制:** 学校对学生或家长的任何责任将不超过学生已支付费用的总额。但义务的免除或限制不适用于因学校的过失造成伤亡的情形。
35. **Third Party Service Providers:** The School will introduce Pupils to third party service providers, for example, for catering services, school bus services and activities such as sport, music and art, but will not be held responsible for the conduct and/or actions of such service providers.  
**第三方服务提供者:** 学校将聘用第三方供应商为学生提供某些服务，例如餐饮服务，校车服务以及涉及体育，音乐和艺术等的活动。学校不为第三方供应商的行为和/或作为负责。

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## E Health and Medical Matters 健康和医疗

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36. **Medical Declaration:** Parents will be asked to complete forms of medical declaration concerning the Pupil's health and must inform the Head, Head of House or healthcare officer in writing if the Pupil develops any known medical condition, health problem or allergy, or will be unable to take part in games or sporting activities or has been in contact with infectious diseases or has medical treatment in the holidays. The School shall not be held liable for any harm or injury caused by any known medical condition, health problem or allergy intentionally withheld. Parents will be expected to keep their child's medical details up to date at regular intervals on the School's Management Information System (MIS).  
**医疗申报:** 家长将被要求就学生的健康状况填写医疗声明表, 并且必须将学生发生的任何已知的医疗状况、健康问题或过敏、或者无法参加比赛或体育活动、或者已接触传染性疾病或假期时接受过医疗治疗, 以书面形式告知校长、院舍舍监或者保健室人员。对于因已知的任何医疗状况、健康问题或故意隐瞒的过敏而造成的任何损害或伤害, 学校概不负责。家长必须定期在学校的信息管理系统 (MIS) 上及时更新其孩子的医疗详细信息。
37. **Medical Care:** Every Pupil must be registered on the register of the School Healthcare Centre while a pupil at the School. Parents' consent to the Pupil being treated and prescribed for by the qualified nursing staff or healthcare officer and also to the administering of non-prescription remedies for minor complaints where appropriate and





necessary by the Pupil's Head of House.

**医疗护理：**每位学生在校期间必须在学校保健中心注册处进行注册。家长同意学生接受符合资质的医护人员或保健室人员的治疗和诊断，并且同意院舍舍监针对轻微的不适提供适当和必要的非处方的救护。

38. **Pupil's Health:** The Head at any time may require a medical opinion or certificate as to the Pupil's general health where the Head considers that necessary as a matter of professional judgment in the interests of the Pupil and/or the School.

**学生健康：**为学生和/或学校的利益，校长经专业判断认为必需的，校长可随时要求提供与学生的整体健康相关的医疗意见或诊断证明。

39. **Medical Information:** throughout the Pupil's time as a member of the School, the School healthcare officer, or the School's psychiatrist or psychologist (if any), shall have the right to disclose confidential information to the Head or Head of House about the Pupil if considered to be in the Pupil's own interests or necessary for the protection of other members of the School community. Such information will be given and received on a confidential, "need-to-know" basis.

**医疗信息：**学生作为学校一员的整个期间，学校保健室人员或学校精神医生或心理医生（如有）如认为出于学生的利益或有必要保护校园其他成员的目的，有权向校长或院舍舍监披露有关学生的保密信息。该信息应在“须知”的基础上披露或接收。

40. **Emergency Medical Treatment:** The Parents authorise the senior member of staff present to consent on behalf of the Parents to the Pupil receiving emergency medical treatment including blood transfusions, general anesthetic and operations where certified by an appropriately qualified person necessary for the Pupil's welfare and if the Parents cannot be contacted in time. Appropriate arrangements for emergency medical treatment for trips outside the country in which the School is located will be made by the master-in-charge of the trip.

**紧急医疗处理：**在有相应资格的人士认为为了学生的利益有必要且不能及时联系到家长的前提下，家长授权学校在场的高级工作人员代表其同意学生接受包括输血、全身麻醉和手术在内的紧急医疗治疗。就国外行程发生的紧急事故，行程的负责人将对紧急医疗治疗作出适当的安排。

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## F Educational Matters 教学事务

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41. **The School's Commitment:** Within the published range of the School's provision from time to time, the School will do all that is reasonable to provide an educational environment and teaching of a range, standard and quality which is suitable for each pupil.



**学校承诺：**根据不时公布的校规，学校将尽所有合理努力提供合适每位学生的教育环境、教学范围以及标准和质量。

42. **Organisation:** The School reserves the right to organise the curriculum and its delivery in a way which, in the professional judgment of the Head, is most appropriate to the School community as a whole.  
**组织性：**学校保留以校长的专业判断作出最适合校园总体的组织和教授课程的权利。
43. **Progress Reports:** The School monitors the progress of each Pupil and reports regularly to Parents by means of grades and written reports.  
**进度报告：**学校监督每位学生的进展情况，并以成绩单和完整的书面报告形式定期向家长汇报。
44. **Sex Education:** All pupils will receive health and life skills education appropriate to their age in accordance with the curriculum from time to time unless the Parents have given formal notice in writing that they do not wish their child to take part in the aspect of the curriculum.  
**性教育：**除非家长已就其不希望子女参加该类课程发出正式书面通知，所有学生将接受根据不时安排的适合其年龄的课程接受健康与生活能力的教育。
45. **Public Examinations:** If applicable, the Head may, after consultation with Parents and the Pupil, decline to enter the Pupil's name for an overseas public examination if, in the exercise of professional judgment, the Head considers that by doing so the Pupil's prospects in other examinations would be impaired.  
**公开考试：**在适用情况下，如校长经专业判断认为会损害学生在其他考试中的前景，与家长及学生协商后可拒绝让学生参加国外的公开考试。
46. **Reports and References:** Information supplied to Parents and others concerning the progress and character of the Pupil, and about examination, further education and career prospects, and any references will be given conscientiously and with all due care and skill but otherwise without liability on the part of the School.  
**报告与参考：**对于提供给家长和其他人士关于学生学习进度和个性、考试、深造和职业前景的信息以及任何参考资料，学校将尽一切合理注意和职责谨慎提供，但学校方面不承担责任。
47. **Learning Difficulties:** The School will do all that is reasonable in the case of each Pupil to detect and deal appropriately with a learning difficulty which amounts to a "special educational need". The School's staff are not, however, qualified to make a medical diagnosis of conditions such as those commonly referred to as dyslexia, or of other



learning difficulties and the School will not accept liability for the absence of such diagnosis.

**学习障碍：**学校将尽一切合理努力侦测并适当处理存在学习障碍需要“特殊教育需要”的学生。但学校的工作人员并不具备对普遍认为具有诵读困难或存在其他学习困难的情况做出医学诊断的资格，并且学校不对缺乏此类诊断承担责任。

48. **Screening for Learning Difficulties:** The screening tests available to Schools are indicative only: they are not infallible. Parents will be notified if a screening test indicates that the Pupil has a learning difficulty. A formal assessment can be arranged by the School at the Parent's expense or by the Parents themselves.

**甄别学习障碍：**学校提供的甄别测试仅具有参考性：测试并非绝对可靠的。如甄别测试显示学生存在学习障碍，学校会通知家长。正式的评估可由学校安排但家长承担费用或由家长自行安排。

49. **Information about Learning Difficulties:** Parents must notify the Head in writing if they are aware or suspect that the Pupil (or anyone in his or her immediate family) has a learning difficulty and the Parents must provide the School with copies of all written reports and other relevant information. Parents may be asked to withdraw the Pupil if, in the professional judgment of the Head and after consultation with the Parents and with the Pupil (where appropriate), the School cannot provide adequately for the Pupil's special educational needs. Remedial teaching provided by the School will usually be charged as an extra.  
**有关学习障碍的信息：**如家长知道或怀疑学生（或其近亲属中的任何成员）存在学习障碍时，应书面告知校长，并且家长必须向学校提供所有书面报告及其他相关信息的复印件。如经校长专业判断并与家长和学生（视情况而定）协商后，学校不能满足学生的特殊教育需求，学生可能需要退学。学校提供的矫正教学通常需额外付费。

50. **A-Level Courses:** following admission to the School it is assumed that, subject to conduct and academic ability, a Pupil will continue into the Sixth Form (and Parents must in every case give a term's notice if that is not the Pupil's and their intention) unless the Pupil has been unable to satisfy the Sixth Form entry requirements. Entry to the Upper Sixth Form is conditional on achieving satisfactory results as defined periodically by the Head.

**A 等级课程：**除非学生无法达到高二、高三的入学要求，学生入学后，学校假定根据行为表现以及学习能力，其将在学校持续升学至高二、高三（如学生或家长无此意愿，家长在任何情况下应提前一个学期通知）。能否就读高二、高三取决于是否能够达到校长定期定义的满意的结果。



51. **School's Intellectual Property:** The School reserves all rights and interest in any copyright, design right, registered design, patent or trademark ("intellectual property") arising as a result of the actions, or work of the Pupil in conjunction with any member of staff and/or other pupils at the School for a purpose associated with the School. The School will acknowledge and allow to be acknowledged the Pupil's role in creation/development of intellectual property.

**学校的知识产权:** 学校保留所有学生在校期间的活动、与任何学校职工和/或其他学生协作而产生的任何版权、设计权、注册外观设计、专利或商标（“知识产权”）的权利与利益。学校承认并允许承认学生在创造/开发知识产权中的贡献。

52. **Pupil's Original Work:** Copyright in the Pupil's original work, such as classroom work, prep or homework, projects, internal examinations scripts, paintings, other artworks and computer-generated material, belongs to the Pupil. Most such work (but not examination scripts) will be returned to the Pupil when it is no longer required for purposes of assessment or display.

**学生的原创作品:** 学生的课堂作业、功课预习或者作业、计划书、内部考试手稿、绘画、其他美术作品和电脑生成的资料等原创作品版权归学生所有。上述大多数作品（除考试手稿外）不再因评估或展示而被要求提供时将归还学生。

53. **Educational Visits:** A variety of educational visits will be provided for pupils while at the School. The cost of some educational visits will be charged as an extra and added to the bill. Educational visits overseas or those involving an overnight stay will be the subject of a separate agreement with the Parents. The cost of the trip will be payable in advance. The Pupil is subject to School discipline in all respects whilst engaged in a School trip. All additional costs of special measures (such as medical cost, taxis, air fares, or professional advice) necessary to protect the Pupil's safety and welfare, or to respond to breaches of discipline, will be added to the bill payable by the Parents.

**学术参观:** 学校将为学生在校期间提供各种学术参观。一些学术参观的费用不包含在学费内，需另行支付。海外学术参观或者涉及在外住宿的学术参观将与家长另行协定。行程的费用将提前支付。在学校组织的外游行程中，学生应在各方面遵守学校纪律。所有为保护学生安全与福利的需要或因违反纪律而产生特别措施的额外花费（如医疗费、出租车费、航空票价或专业咨询费）将被计入账单由家长支付。

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## G Behaviour and Discipline 行为与纪律

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54. **Parents' Authority:** The Parents authorise either the Head or the





Pupil's Head of House while the Pupil is in the care of the School to take and/or authorise in good faith all decisions that safeguard and promote the Pupil's welfare. Parents give consent to such physical contact as may be lawful, appropriate and proper for providing comfort to a Pupil in distress or to maintain safety and good order in connection with the Pupil's health or well-being.

**家长的授权：**家长授权校长或学生的院舍舍监在学生处于学校照看期间以善意为本采取和/或授权保护和提高学生的福利的所有决定。家长同意在学生苦恼时提供安慰或与学生健康或福祉相关的维持安全和良好秩序所需的合法、合适和适当的身体接触。

55. **Conduct and Attendance:** The School attaches importance to courtesy, integrity, manners and good discipline. The Pupil is expected to take a full part in the activities of the School including fieldtrips, sports trips, expeditions and exchanges with other schools in the Harrow International group, and, to be punctual, to work hard, to be well behaved and to comply with the School Rules (as contained in the relevant Parents' Handbook).

**行为与出席：**学校重视礼貌、诚实、礼节及良好的纪律。学校期望学生全面参与学校的各项活动,包括野外考察、运动行程、与哈罗国际集团内的其他学校之间进行的考察和交流,并且应该守时、努力、举止良好并遵守(相关家长手册中含有的)学校规章制度。

56. **Participation in Special events:** Unless prohibited by the applicable PRC laws or Parents request otherwise, Pupils will attend special ceremonies.

**参与特别活动：**除非中国现行法律禁止或家长反对,学生将参与特别庆典。

57. **The School Rules:** Parents are supplied with a copy of the relevant Parents' Handbook. Within this are the School Rules giving information about the ethos and rules of that particular phase of the School, for example, the uniform rules for each phase of the School. The purpose of the School Rules is to assist the Pupils and their Parents to understand what is expected and to encourage courtesy and consideration for others. It is a condition of remaining at the School that the Pupil complies with the School Rules. In addition, you undertake to ensure that your child attends School punctually and that your child conforms to such rules of dress, appearance and behaviour as may be issued by the School from time to time (if not already included within the Parents' Handbooks that are given to all parents/guardians). The School reserves the right, subject to applicable data protection legislation, to monitor your child's email communication and internet use for the purpose of ensuring compliance with the School Rules in the Parents' Handbooks.

**学校规章制度：**学校提供给家长一份相关的家长手册,其中包含有校风



介绍信息及学校特定阶段制度的校规，例如，学校每个阶段的统一规则。校规的目的为帮助每位学生及家长了解学校的期望，并鼓励学生礼貌待人和体谅他人。学生在校期间必须遵守校规。另外，请家长务必保证学生准时上学，保证学生遵守学校有可能会不时发布关于校服、装扮和在学校的行为的规定，（如果该等新要求尚未包含在向所有家长/监护人发放的家长手册中）。在遵守个人资料保护法规的前提下，学校保留监管学生在校的邮件交流和网络使用的权利，以保证学生遵守家长手册中所述的校规。

58. **Conduct of the School:** The Head is responsible for the care and good discipline of Pupils while they are in the charge of the School or its staff and for the day-to-day running of the School and the curriculum. The Head is responsible also for the imposition of any sanction including exclusion for non-payment of fees, suspension during investigation or following a breach of School discipline and removal or expulsion as defined in Clause 64 below. The Head is not responsible (unless negligent) for a Pupil who is absent from the School in breach of School Rules or discipline.

**学校的行为：**校长在有责任管理学校或其职员、学校日常运营及课程的情况下，对学生的照看和良好的纪律承担责任。校长也对包括因拖欠学费而退学、因调查而停学或违反以下学校纪律以及依照下文第 64 条定义的取消学籍或开除学籍等在内的处罚措施负责。校长（除非因其疏忽）对学生违反校规和学校纪律缺席不承担责任。

59. **School Discipline:** The Parents hereby confirm that they authorize the Head and of other members of staff on behalf of the Head to take all reasonable disciplinary or preventative action necessary to safeguard and promote the welfare of each pupil and the School community as a whole.

**学校纪律：**家长在此确认授权校长及代表校长的其他职员，出于保护和提升每位学生及校园整体福利而采取一切合理的纪律行动和防范措施。

60. **Investigative Action:** A complaint or rumour of misconduct will be investigated. The Pupil may be questioned and the Pupil's accommodation or belongings may be searched in appropriate circumstances. All reasonable care will be taken to protect the Pupil's human rights and freedoms and to ensure that the Parents are informed as soon as reasonably practicable after it becomes clear that the Pupil may face formal disciplinary action.

**调查行为：**对不当行为的投诉或传言都将被调查。学生可能会被问话，并且学生的个人物品及财产可能在适当的情形下被检查。学校将采取一切合理注意，以保护学生的人权和自由以及确保家长在学生可能接受正式的纪律处分时得到及时的通知。



61. **Procedural Fairness:** Investigation of a complaint which could lead to expulsion, removal or withdrawal of the Pupil in any of the circumstances explained in the other clauses of Section G shall be carried out in a fair and unbiased manner. All reasonable efforts will be made to notify the Parents or guardian so that they can attend a meeting with the Head before a decision is taken in such a case. In the absence of a parent or a guardian, the Pupil will be assisted by an adult (usually a teacher) of their choice.

**程序的公正性:** 对于本第 G 部分其他条款所述的可能会导致学生被开除学籍、取消学籍或退学的任何情形相关的投诉的调查, 应以公正且无歧视的方式进行。在对上述情形作出决定之前, 学校应尽到一切合理努力通知家长或监护人, 以便他们可以与校长见面讨论。如无家长或监护人的陪同, 学生可在一名由其选定的成人 (通常为一名老师) 的协助下进行调查。

62. **Divulging Information:** Except as required by law, the School and its staff shall not be required to divulge to Parents or others any confidential information or the identities of pupils or others who have given information which has led to the complaint or which the Head has acquired during an investigation.

**披露信息:** 除法律另有规定外, 不得要求学校及其职员向家长或其他人披露任何保密信息或提供信息导致投诉的学生或其他人的身份信息, 或校长在调查中获取的信息。

63. **Drugs and Alcohol Policy:** A Pupil will be required to leave for possessing or using an illegal drug in or out of term time. The Head may, at any time, both arrange to conduct a search of the Pupil's possessions including his or her locker or desk and require the Pupil to undergo a medical examination, or provide a urine or blood sample under medical supervision, to establish the presence or otherwise of any illegal substance where there are reasonable grounds to suspect that such a search or examination will result in evidence of the possession or use of drugs. The Head shall be entitled to draw whatever conclusions he or she shall see fit from the failure to undergo such an examination or search. If a Head of House has reasonable cause for concern about a Pupil's consumption of alcohol in breach of School rules, he or she may require the Pupil to provide a sample of breath in order to ascertain if he or she needs to be medically assessed.

**毒品/药物及酒精政策:** 学生在校期间或非在校期间因持有或使用毒品/非法药物将会被退学。在合理怀疑搜查或检验可发现持有或使用毒品/非法药物证据的基础上, 校长既可安排对包括储物柜或桌子在内的学生财物进行搜查, 也可要求学生进行医学体检, 或者提供医学监督下采集的尿液或血液样本, 以验证学生是否使用毒品/非法药物。校长有权在家长或学生拒绝检验或搜查的情况下作出其认为合适的任何结论。如果院

宿舍监有合理理由怀疑学生违反学校规章制度饮酒，院宿舍监可要求学生提供呼气样本以确定是否需要医学评估。

64. **Terminology for Various Sanctions to be imposed by the School:** In these Terms and Conditions “*Final Warning*” means a final written warning from the Head as to the Pupil’s future conduct or behaviour a breach of which may result in the imposition of a further sanction. “*Suspension*” means that the Pupil has been sent or released home for a limited period either pending the outcome of an investigation or a Governors’ Review, or in certain circumstances as a disciplinary sanction. “*Exclusion*” may be used as a general expression covering any or all of the other expressions defined in this clause. A Pupil may be excluded from the School for an unspecified period of time. A Pupil may also be **excluded for a fixed period of time** by the Head for an offence which is serious enough to require the withdrawal of the benefits of being at the School. “*Exclusion*” may also mean that the Pupil may not return to School until arrears of Fees have been paid. “*Withdrawal*” means that the Parents have withdrawn the Pupil from the School or the deemed withdrawal under Clause 79. “*Expulsion*” and “*Removal*” mean that the Pupil has been required to leave (“asked to leave”) the School permanently.

**各种处罚的术语：**本条款和条件中，“**最终警告**”指的是校长对于学生未来行为或举止的最终书面警告，违纪将导致进一步处罚。“**停学**”指的是学生已被遣送回家在一定期限内等待调查结果或者学校管制委员的审查结果，或者特定情况下作为纪律处分。“**禁止上学**”可能作为一般性表述涵盖任何或所有本条款中定义的其他表述。学生或会在一段不明确时期内被学校禁止上学。学生也可能因犯了严重过错导致学校必须禁止学生在一段时期内返校，不获享受上学的权利。“**禁止上学**”适用于学生在未支付拖欠的费用的情况下不得返校。“**退学**”是指家长替学生办理退学或第 79 条学生被视为退学的情形。“**开除学籍**”或“**取消学籍**”是指学生已经被学校要求（“被开除”）永久离校。

65. **Sanctions:** The School’s current policies on sanctions are available to Parents on request before they accept the offer of a place. These policies may undergo reasonable change from time to time but will not authorise any form of unlawful activity. Subject to the applicable laws and regulations, sanctions may include a requirement to undertake menial but not degrading tasks on behalf of the School or external community, detention for a reasonable period, withdrawal of privileges, gating to a Pupil’s House, suspension, final warning, or alternatively being removed or expelled.

**处罚：**在接受入学通知之前，家长可要求取得学校现行的处罚政策。学校可能会不时地对该处罚政策条款进行合理修改，但不会授权任何不合法的



行为。受限于适用法律法规，处罚措施可能包含替学校或校外社区完成艰难但不降格的任务、合理时间内的课后留校、取消优惠、禁止外出院舍、停学、最终警告、取消学籍或开除。

66. **Remain at School:** A Pupil may remain at the School for so long as the Head is satisfied with the Pupil's progress and general behaviour. Admission or entry into the next phase or grade within the School may be subjected to the local educational regulations and admission procedures, for example, kindergarten students may only enter into Grade 1 provided that the Pupil meets the enrolment requirements set by the local educational authorities, for example, "Hukou" requirements in some cities.

**留在学校继续上学:** 只要校长满意其进展和总体表现, 学生可继续上学。在学校期间内, 录取或升学到下一阶段或年级, 可能取决于当地教育政策和入学程序, 如, 幼儿园学生只有在满足当地教育局的录取要求, 比如某些城市的“户口”要求的情况下才可进入一年级。

67. **Expulsion/Suspension:** Subject to the applicable PRC law, for kindergarten and high school phases, a Pupil may be removed at any time if the Head is reasonably satisfied that the Pupil's conduct (whether on or off school premises, in or out of term time) has been prejudicial to good order or School discipline or to the reputation of the School. The Head will act fairly and in accordance with natural justice and will not expel/suspend a Pupil other than in serious circumstances. In the event of an expulsion the School Deposit will not be returned/credited. The School will refer to the applicable laws and regulations when making a refund of the Tuition Fee and other Fees.

**开除学籍/停学:** 在符合现行中国法律法规的前提下, 对于幼儿园和高中阶段, 如果校长有合理理由相信学生的行为(无论行为是否发生在校园内外, 是否发生于在校期间或非在校期间)已经对良好的秩序、学校纪律或学校声誉造成损害, 学生可在任何时间被开除学籍。校长会一直秉持着公正并符合道义的原则行事, 除非学生的行为情节严重, 否则不会对学生做出开除学籍/停学的决定。如被开除学籍, 入学保证金将不予返还/归还。关于学费和其他费用的退费政策, 学校将参照现行的法律法规执行。

68. **Appeal Procedure:** In the event of the removal of a Pupil, a copy of the School's Appeal Procedure is available on request from the School.

**申诉程序:** 如果学生被取消学籍, 可向学校索取一份学校申诉程序手册。

69. **Access:** A Pupil who has been withdrawn, suspended, removed or expelled from the School has no right to enter School premises without the written permission of the Head.



**进入校园：**已被退学、停学、取消学籍或被学校开除的学生，没有校长的书面准许，无权进入学校场所。

70. **Complaints Procedures:** A complaint about any matter of School policy or administration not involving a decision to expel or remove the Pupil must be made in accordance with the School's complaints procedure, a copy of which is available on request. Every reasonable complaint shall receive fair and proper consideration and a timely response.

**投诉程序：**对于有关学校政策或行政管理的任何事项的投诉，只要不涉及对学生的开除或取消学籍，都必须根据学校的投诉程序进行。投诉程序手册可应要求提供参阅。所有合理的投诉应受到公正及适当的处理并得到及时的反馈。

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## H Provisions about Notice 通知条款

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### 71. Definitions 定义

- a. **Notice to be given by Parents** means (unless the contrary is stated in these Terms and Conditions) a Term's written notice addressed to and actually received by the Head. No other notice will suffice. Notices must be hand-delivered or sent by recorded or guaranteed delivery post to the School address.  
**家长给出的通知**是指（除本条款和条件另有规定）家长致校长并被校长实际接收的提前一个学期的书面通知。其他通知一律不受理。通知必须亲手送达或以实时记录或保证送达的邮寄形式邮寄至学校地址。

- b. **Term** means the period between and including the first and last days of each school term.  
**学期**指的是在每一个学校学年的第一天及最后一天（包括第一天及最后一天）之间的时期。

72. **Cancelling Acceptance:** If for any reason a Pupil cancels his or her acceptance of a place before entry or does not join the School after accepting a place and subsequently qualifying for entry, the School Deposit (if applicable) will be retained by the School and will not be refunded to the Parents. .

**取消接受录取：**如因任何理由学生在入学前取消留位，或接受学校留位并随后符合入学条件却未入学，学校将保留入学保证金（如适用），并不再退还给家长。将参照适用的法律法规执行。

73. **Voluntary Departure from the School:** A Term's Notice must be given before a Pupil intends to withdraw from the School, postpone admission



to the School for the School year or next School term or transfer to other school (“Departure”) and Departure is subject to the School’s approval. The main reason for these rules is to ensure that the School has sufficient notice with which to plan fee levels, other resources and the curriculum. Following a Departure, the School will refund the School Deposit on the Pupil’s final fees bill. The School will refer to the applicable laws and regulations when making a refund of the Fees.

**自愿离校：**学生有意办理退学或在某学年/学期延期入学或转学的（“离校”），应提前一学期通知。离校应获得学校批准。采取上述规定的主要原因是确保学校有充分的时间拟定费用标准、分配其他资源和安排课程。离校后，学校会在学生最终费用账单内退还入学保证金。关于费用的退费政策，学校将参照现行的法律法规执行。

74. **Prior Consultation:** It is expected that a Parent or duly authorized education guardian will, in every case, consult personally with the Head or the Head of House before notice of Departure is given.

**事先协商：**家长或被合法授权的教育监护人在任何情况下，在给出离校通知之前，应亲自与校长或院舍舍监进行面谈。

75. **Termination by the School:** Subject to the applicable PRC laws and regulations, in the event the School decided to withdraw a Pupil from the School, a one term’s written notice will be served on the Parents by ordinary post or on less than one term’s notice in a case involving expulsion or required removal or deemed withdrawal as contemplated under Clause 79. The School Deposit would be refunded without interest less any outstanding balance of the Pupils Fees account.

**学校终止本条款：**在符合现行中国法律法规的前提下，如果学校要求学生退学的，学校可提前一个学期以平信方式发出书面通知学生。在开除学籍或取消学籍或根据第 79 条被视为退学的情形下，则可在少于一个学期通知情况下终止本条款和条件。无息入学保证金减去学生费用账户中未付金额后退还。

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## I Fees 费用

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76. **Meaning:** “Fee” and “Fees” where used in these Terms and Conditions include each of the following charges where applicable: *Registration Fee; School Deposit; Tuition Fee; other extras* such as House charges, clothing and equipment, photographs and other items ordered by the Parents or the Pupil and *charges arising in respect of educational visits*, and *damage* where the Pupil alone or with others has caused wilful loss or damage to School property or the property of any other person (fair wear and tear excluded) and *late payment charges* if incurred.

**释义：**本条款和条件约定的“费用”包括下列任何一项适用的收费：注



册费、入学保证金、学费、其他额外费用如院舍收费、着装与设备、照相及其他家长或学生订购的其他物件、与学术参观相关的费用、学生单独或连同他人故意损坏学校财产或其他任何人的财产（正常损耗除外）造成的损失和损害以及逾期付款所产生的滞纳金（如有）。

77. **Payment:** The Parents undertake to pay the Fees applicable in each term or year (whichever applicable) in respect of each School term or year directly to the School. Except where a separate agreement has been made between the Parents and the School for the deferment of payment of Fees, Fees for each term or year are due and payable before the commencement of the School term or School year to which they relate. If one or more items on the bill are under query, the balance of the bill must be paid. Cheques and other instruments delivered at any time after the first day of term will be presented immediately and will not be considered as payment until cleared.

**付款：**家长保证每个学期或学年（适用者为准）直接向学校支付适用于每个学期或学年的费用。除非家长与学校就延期付款另行达成协议，在到期日前，家长应付清每一学期或学年的费用，到期日指相应学期或学年的开学日期。如果对账单一个或多个事项有疑问，仍应支付账单其他不受争议的金额。学期开始后第一日之后任何时间交付的支票和其他支付手段将被立即提交，直到学校收到钱后方视为已经付款。

78. **Refund/Waiver:** Unless otherwise provided in the Refund Policy or by the applicable PRC laws, Fees will not be refunded or waived for absence through sickness; or if a term is shortened or a vacation extended; or if a pupil is released home after public examinations or otherwise before the normal end of term; or for any cause other than exceptionally and at the sole discretion of the Head in a case of genuine hardship or where there is a legal liability under a court order or under the provisions of these Terms and Conditions to make a refund.

**退费/免除费用：**除退费政策或现行中国法另有规定的，因病缺席、学期缩短或假期延长、学生在公开考试后或在正常学期末之前被准予回家或任何原因（非寻常原因、在发生实际困难校长全权决定的、法院命令的法律责任或本条款和条件规定的退费除外），费用不作返还或不会被免除。

79. **Exclusion for Non-Payment:** Without prejudice to any other rights or remedies that the School may have:

**不支付费用而被禁止上学的情况：**不损害学校其他任何权利或救济的情形下，学校可：





- a. In the event that Fees are not paid in full (so as to be received in cleared funds by the School) by the due date for payment, the School may, by notice in writing to the Parents, set a new date for payment of such Fees (or outstanding balance) failing payment of which by such date set in the third notice in writing, the Pupil shall be deemed to have been withdrawn from the School immediately (without further notice);  
如截至付款日费用未被全额支付（学校必须收到结算资金），学校可以书面通知形式将上述逾期未付费用（或未清算余额）之新的付款日期通知家长，如果截至新的付款日期且学校已发出三个通知后仍未全额支付费用，学生将被视为已即刻退学（无需进一步的通知）。
- b. In the event that Fees are paid late, the School may, by notice in writing to the Parents, require the payment of a term's Fees in advance by a date determined by the School.  
如延迟支付费用，学校可以书面通知家长，要求在学校指定的日期前预先支付一学期的费用。
- c. For the avoidance of doubt, the School may, in the notice given under paragraph (a) invoke the provisions of paragraph (b);  
为避免疑义，学校可在按(a)段发出的通知中援引第(b)段的规定；
- d. The Head shall exercise each of the discretions reserved to the School under paragraphs (a), (b) and (c) save to the extent that he delegates any such discretion to the Bursaries Manager or Head of Account.  
校长有权行使任一在(a)、(b)和(c)段中学校保留的决定权，除非校长已将此类决定权委托给财务经理或账户主管行使。
- e. The deemed withdrawal under this Clause 79 is permanent and there is no right to have the Pupil concerned readmitted to the School even if payment is made subsequently.  
本第 79 条规定的视作退学是永久退学，即使后来将欠款付清，学生也无权重返学校。
- f. Notwithstanding the provisions of this Clause 79, the School reserves the right (exercisable by the Head at his or her sole discretion) to readmit a pupil following a deemed withdrawal upon such terms as to payment of outstanding and future Fees as he may determine.  
尽管有本第 79 条其他的规定，即使学生已被视作退学，学校保留重新接纳学生的权利（由校长全权决定），只要家长和/或学生同意按照校长指定的条款支付欠款和将来的费用。



- g. The deemed withdrawal (or exclusion) under this Clause 79 is not a disciplinary matter and there is no right of appeal; and  
本第 79 条规定的视作退学（或禁止上学）不是纪律相关事项，家长和学生无权申诉；和
- h. The School may also withhold any information, results, character references or property while Fees (or any part thereof) remain unpaid but will not do so in a way that would cause direct, identifiable and unfair prejudice to the legitimate rights and interests of the Pupil.  
当费用（全部或部分）未进行支付时，在不对学生合法权利和权益造成直接、明显和不公平损害的情形下，学校也可扣留任何信息、考试成绩、推荐信或财产。
80. **Late Payment:** Save where alternative provisions for the payment of interest are contained in a separate agreement made between the Parents and the School, simple interest may be charged on Fees which are unpaid as set out in Clause 81 below.  
**延迟付款：**除非家长与学校另行达成的协议中包含替代性利息支付条款，逾期未付的费用可按下述第 81 条规定收取单利。
81. **Late Payment Charges:** Charges for late payment may be varied at the School's discretion but, unless otherwise advised, comprise:  
**逾期付款的滞纳金：**学校可能会酌情改变逾期付款的滞纳金收费标准，除非另行通知，包括：
- A charge of RMB2,300 and interest at the rate of 1.5% per month on any overdue balance;  
人民币 2,300，连同任何未结清金额按月收取 1.5% 利息；
  - All administration and legal costs in relation to any sums that are unpaid by the due date.  
所有与到期应付未付的金额有关的管理费和法律服务费。
82. **Poor Fee Payment Record:** In cases of persistent late payment the School reserves the right to obtain references from external credit reference agencies or request for lump sum payment where permitted under the PRC law.  
**不良费用付款记录：**如持续逾期付款，学校保留自外部信用参照机构获取信用凭证，并且在中国法律允许的情况下，要求家长预先一次性支付下一个学年的费用。
83. **Part Payment:** Any sum tendered that is less than the sum due and owing may be accepted by the School on account only. Late



payment charges will be applied to any unpaid balance of Fees.

**部分付款:** 只有在相关学生的账户有余额的情况下，学校才会接受任何少于到期应付及所欠金额的付款，费用的任何未付金额将收取滞纳金。

84. **Instalment Arrangements:** An agreement by the School to accept payment of current and/or past and/or future Fees by instalments is concessionary and will be subject to separate agreement/s between the Parents and the School.

**分期付款安排:** 学校若接受以分期形式支付当前的和/或之前的和/或未来的费用纯属特许安排，家长与学校需另行签订协议落实安排。

85. **Pre-payment Plan:** From time to time, where permitted by the local education bureau, the School makes available a Scheme under which a lump sum prepayment is made by or on behalf of the Parents which will be the subject of a separate contract which will provide, among other conditions, for a refund of the unused part of the prepayment in the event of the Pupil leaving earlier than expected. Any other sum due to the School at that time will be deducted from the sum to be refunded.

**预先付款计划:** 在当地教育部门允许的情况下，学校或不时地定制预付款计划，让家长或其代表能够按双方另行签署的合同支付一次性预付款，其中一个条件是预付款中未使用的部分可在学生提早离校早的情况下给与退还。在但是尚欠学校未付的任何其他款项将从退还金额中扣除。

86. **Scholarships:** Every scholarship or other award or concession is a discretionary privilege, subject to high standards of attendance, diligence and behaviour on the Pupil's part. The terms on which such awards are offered and accepted and on which they may be revoked will be notified to Parents at the time of offer.

**奖学金:** 每一项奖学金或其他奖励或奖赏均由学校根据学生的（高）出勤率、勤奋度以及行为举止酌情授予。在告知学生将获颁上述奖项时，学校会将授予、接受以及可能被取消的条款与条件同时通知家长。

87. **Amount and Review of School Fees:** Details of the School Fees are published, in the Fees List, and reviewed at least once each year. Parents will usually be informed in the summer term of any increase in the School Fees applicable for the following academic year.

**学校费用的金额及审核:** 费用清单将公布学校收费的详细信息，并且每年至少审核更新一次。若下一个学年收取的学费有任何增长，学校通常会于夏季学期通知家长。

88. **Money Laundering:** Legislation requires the School, in some circumstances, to obtain satisfactory evidence (such as sight of a passport and/or PRC identity card) of the identity of a person who is



paying the Fees.

**洗钱:** 在某些情况下, 法律或会要求学校取得费用支付人 (令人满意) 的身份证明 (如查验护照和/或中国身份证)。

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## J Events beyond the control of the Parties 当事方无法控制的事项

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89. **Force Majeure:** An event beyond the reasonable control of the parties to these Terms and Conditions is referred to below as a “Force Majeure Event” and shall include such events as an act of God, accident, fire, flood, war, riot, civil unrest, act of terrorism, chemical or biological contamination, strikes, industrial disputes, outbreak of epidemic or pandemic of disease, compliance with any law or governmental order, rule, regulation or direction (including that of a local authority), failure of utility service or transportation; it shall not include an ability to pay Fees. Subject to express written agreement to the contrary, the Parent’s continuing obligations under these Terms and Conditions in respect of Fees shall not be affected by a Force Majeure Event.

**不可抗力:** 任何超出本条款和条件当事方合理控制的事件均为下列“不可抗力事件”, 包括天灾、意外事故、火灾、水灾、战争、暴乱、国内动乱、恐怖活动、生化污染、罢工、产业纠纷、瘟疫或大流行疾病爆发、任何法律或政府政令、规定、法规或方针(包括地方政府)、公共及交通系统的瘫痪等事件;但不适用于支付费用的能力。除非有明确的书面协议, 家长继续履行本条款和条件付费义务不受不可抗力事件影响。

90. **Notification by the School:** In the event of a Force Majeure Event arising which prevents or delays the School’s performance or any of its obligations under this contract, the School shall immediately give Parents notice in writing specifying the nature and extent of the circumstances giving rise to the Force Majeure Event. Provided that the School has acted reasonably and prudently to prevent and minimise the effect of the Force Majeure Event, the School will have no liability in respect of the performance of such of its obligations as are prevented by the Force Majeure Event while it continues. The School shall use its best endeavours during the Force Majeure Event to provide educational services.

**学校的通知:** 如学校因不可抗力事件无法履行或迟延履行本条款和条件项下的任何义务, 学校应将不可抗力事件的性质及影响范围立即书面通知家长。如学校已采取合理及审慎的措施防止和减少不可抗力事件的影响, 学校在不可抗力事件持续期间将不承担因不可抗力事件而无法履行义务的责任。不可抗力事件持续期间, 学校应尽最大努力提供教学服务。

91. **Continued Force Majeure:** If the School is prevented from performance





of its obligations for a continuous period greater than four months, the School shall notify the Parents of the steps it shall take to ensure performance of these Terms and Conditions.

**持续的不可抗力：**如学校因不可抗力事件无法履行其义务的时间持续超过四个月的，学校应将其会采取的措施通知家长，以确保其履行本条款和条件项下的义务。

92. **Notification by Parents:** In the event of a Force Majeure Event which affects the Parents' ability to perform any of their obligations under these Terms and Conditions, they shall give the School notice in writing of the Force Majeure Event. The Parents shall not be liable for non-performance of such obligations (except payment of fees) during the Force Majeure Event but in the event of the Force Majeure Event continuing for more than four months shall discuss with the School a solution by which these Terms and Conditions may be performed.

**家长给予的通知：**如家长因不可抗力事件无法履行本条款和条件项下的任意义务，家长应将不可抗力事件书面通知学校。不可抗力事件持续期间，家长不承担未能履行该等义务（费用支付义务除外）的责任。但当不可抗力事件持续超过四个月，家长应与学校就履行本条款和条件义务的解决方案进行讨论。

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## K General Contractual Matters 一般性合同事项

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93. **Management:** It is the School's intention that these Terms and Conditions will always be operated so as to achieve a balance of fairness between the rights and needs of parents and pupils, and those of the School community as a whole. The School aims to ensure that its culture, ethos and resources are properly managed so that the School, its services and facilities can develop. The School also aims to promote good order and discipline throughout its community and to ensure compliance with the law.

**管理：**学校有意始终维持本条款和条件的有效性，以达到公平对待家长、学生以及校园总体之间的权利和需求的目的。学校旨在保证其文化、风气以及资源得以适当管理，以至发展其服务与设施。学校同样也旨在提高整个校园的良好秩序并遵守法律。

94. **Legal Contract:** The offer of a place and its acceptance by the Parents give rise to a legally binding contract on the terms of these Terms and Conditions. The Parents shall sign these Terms and Conditions prior to the admission (where feasible) or immediately sign these Terms and Conditions upon enrolment.

**合同：**学校发出入学录取通知而家长接受此等录取对本条款和条件构成具法律约束力的合同。家长必须签署本条款和条件学生才能入学。家长



应当在录取前（在可行的情况下）或入学之日立即签署本条款和条件。

95. **Change:** This School, as any other, is likely to undergo a number of changes during the time the Pupil is here. For example, there may be changes in the staff, and in the premises, facilities and their use, in the curriculum and the size and composition of classes, and in the School Rules, the disciplinary framework, and the length of School terms. These changes will not be legitimate reasons for the Parents to terminate the Terms and Conditions.  
**改变:** 如其他学校一样, 本学校极可能学生在在校期间经历一些变化。例如, 学校职员离职或加入、改变校舍和设施及使用目的、更换课程、改变教室的构造、增加减少课堂人数、变更学校规章制度和纪律体系以及改变学期的长短。这些改变不构成家长终止本条款和条件的法定理由。
96. **Consultation:** It is not practicable to consult with Parents and Pupils over every change that may take place. Whenever practicable, however, Parents will be consulted and given at least a term's notice of a change of policy or a change in any physical aspect of the School which would have a significant effect on their child's education or pastoral care.  
**协商:** 与家长和学生就每次可能发生的变更进行协商是不实际的。但在可行的情况下时, 学校应就对学生教育或辅导关怀政策造成重大影响之学校政策或学校建筑物/外观的改变提前至少一个学期通知并与家长协商。
97. **Data Protection:** By signing the Application Form or by agreeing to be bound by these Terms and Conditions the Parents on behalf of themselves and so far as they are able on behalf of the Pupil authorise the School to process personal information including financial and sensitive personal data such as medical information or biometric information as is deemed necessary for the legitimate purposes of the School. See Schedule 1 for the School's Personal Data Protection Policy.  
**个人资料保护:** 家长签署申请表或同意受本条款和条件的约束, 即表示家长本人并且（在允许和可行范围内）代表学生授权学校就学校合法目的所必需处理的个人资料, 包括财务和如医疗信息或生物特征信息在内的敏感个人资料。详见附件一的学校个人资料保护政策。
98. **Representations:** The School's prospectus and website describe the broad principles on which the School is presently run and gives an indication of its history and ethos. Although believed correct at the time of publication, the prospectus and website are not part of any contract between the Parents and the School. Parents wishing to place specific reliance on a matter contained in the prospectus or website, or a statement made by a member of staff or a pupil during the course of a conducted tour of the School or a related meeting should seek written



confirmation of that matter from the Head before entering these Terms and Conditions.

**陈述:** 学校简章及网站描述学校现采用的大体原则，并介绍了学校的历史和校风。尽管在发表之时的内容被确认是正确的，但学校简章和网站的内容并不构成家长与学校之间任何合同的一部分。若家长希望具体依赖简章及网站所包含的某个事项、职员或学生在推介学校过程中或相关会议上的陈述的，应在签署本条款和条件前寻求校长对该事项的书面确认。

99. **Third Party Rights:** Only the School and the Parents are parties to these Terms and Conditions. The Pupil is not a party to it. The acts and omissions of Parents are binding on the Pupil and vice versa as to any matter of behaviour, discipline and Fees. All requests and authorities by the Parents are treated as being made on behalf of the Pupil and vice versa.

**第三方权利:** 仅学校和家长为本条款和条件的协议方。学生并非本条款和条件的一方。关于行为、纪律和费用的事项，家长的作为和疏忽适用于学生，反之亦然。家长的所有要求及授权，被视为代表学生作出，反之亦然。

100. **Interpretation:** These Terms and Conditions supersede those previously in force and will be construed as a whole. Headings, unless required to make sense of the immediate context, are for ease of reading only and are not otherwise part of the Terms and Conditions. Examples given in these Terms and Conditions are by way of illustration only and are not exhaustive.

**解释:** 本条款和条件取代之前具有效力的文件并视为一个整体。除非需要理解上下文的意思，标题仅出于方便阅读的目的，不构成本条款和条件的一部分。本条款和条件中给出的例子仅出于演示的目的，并不详尽。

101. **Governing Law:** The execution, performance and interpretation of this Terms and Conditions and the settlement of any dispute arising out of and/or in connection with this Terms and Conditions shall be governed by the PRC laws.

**法律适用:** 本条款和条件的签署、执行及解释以及因本条款和条件产生的和/ 或与本条款和条件相关争议的解决应由中国法律管辖。

102. **Dispute Resolution:** Any dispute arising from and/or in connection with the Terms and Conditions shall be solved first through friendly consultation between the parties hereto. If through consultation such dispute cannot be solved, the parties agree to submit the dispute to China International Economic and Trade Arbitration Commission for arbitration in accordance with its arbitration rules in effect at the time of applying for arbitration. The arbitration is final and binding upon both

parties.

**争议解决：**由本条款和条件产生的和/或与本条款和条件相关的任何争议，应由本条款和条件各方友好协商解决。如上述争议无法通过协商解决，各方同意将此争议提交中国国际经济贸易仲裁委员会依照仲裁申请之时有效的仲裁规则仲裁解决。仲裁为终局且对各方有约束力。

103. **Language:** These Terms and Conditions are written in both English and Chinese. The English version and the Chinese version shall have the same legal effect.

**语言：**本条款和条件以中英文书就。英文和中文文本具有同等法律效力。





## 附件一

### Personal Data Protection Policy 个人信息保护政策

The School holds data and information about Parents, guardian and/or the Pupil including but not limited to contact details, financial information, exam results, biometric information and details of medical conditions (“**Information**”). This Information is kept electronically on the School’s information management system or manually in indexed filing systems.

学校持有包括家长、监护人和/或学生的联系信息、财务信息、考试成绩、生物特征信息和医疗状况细节在内的数据和信息（“**信息**”）。以上信息由学校以电子信息形式记录在信息管理系统中或手写形式记录于文件索引系统中。

The School processes Information about Parents and the Pupil in order to safeguard and promote the Pupil’s welfare, promote the objects and interests of the School, facilitate the efficient operation of the School and ensure that all relevant legal obligations of the School are complied with. Examples may include: the School keeping details of medical conditions from which the Pupil may suffer so that staff will be able to respond appropriately in the event of a medical emergency, and/or the School processing financial information obtained from the parents or from third parties such as credit reference agencies or the School using biometric information to allow pupils access in to School buildings or to record extras purchased.

学校处理家长和学生的相关信息是为了保护和提高学生的福利、提升学校的目标和利益、促进学校有效运营以及确保学校遵守相关法定义务。范例可包括：学校保存学生可能会出现的医疗状况的细节以便职员在医疗紧急事故发生时，能做出适当的反应，和/或学校对来自家长或第三方如信用评级机构处获得的财务信息进行处理，或者学校使用生物识别信息准许学生进入校园范围或对额外购买进行记录。

This Personal Data Protection Policy (“**Policy**”) will explain to You how the School collect and use Your and/or the Pupil information. Please ensure that You read and fully understand this Policy. If there are any doubts as to the content of this Policy, kindly inquire through the method set out under this Policy and the School will provide the necessary clarification. If You accept the offer letter or did not raise any query after the School updated the content of this Policy, You are deemed to have agreed to this Policy and agreed to the School collecting and using the Information in accordance with the terms of this Policy.

本《用户隐私政策》（“**本隐私政策**”）说明学校如何收集和使用您和学生的信息，请您认真阅读、充分理解本隐私政策。如果您对本隐私政策有疑问的，请通过本隐私政策约定的方式询问，学校将解释本隐私政策内容。您接受学校的录取通知书或在学校更新本隐私政策后没有提出询问的，即意味着您已经同意本隐私政策，同意学校按照本隐私政策收集和使用您和/或学生的相关数据和信息。

#### 1. Collection and Usage of Information 信息收集和使用

- (a) In order for the School to process the applications and manage the affairs of the Pupils, the School may need to process the Information for the purposes set out below:



为了使学校能够处理学生的入学申请和管理其相关事务，学校可能需要出于以下目的处理信息：

(i) **Application for Admission Consultation**

招生咨询申请

When submitting application for the School admission consultation sessions, You will need to provide the School with the name, gender, date of birth, nationality and enrollment year of the Pupil, Parents and/or guardian name, Parents and/or guardian-Pupil relationship, Parents and/or guardian mobile phone number, Parents and / or guardian email etc.

在提交申请参加学校招生咨询活动时，需要向学校提供学生姓名、学生性别、学生出生日期、学生国籍、学生入学年份、父母及/或监护人姓名、父母及/或监护人与学生的关系、父母及/或手机号码、父母及/或电子邮件等。

(ii) **Submission of Application and Application Documents**

入学申请和申请资料

When submitting application for admission, you will need to provide us with the name, gender, nationality, date of birth, passport information, Chinese visa information, enrollment year, education background, grades, awards and past school performance record of the Pupils; names, education background, date of birth and contact details of family members; name, date of birth, education background, contact details of the Pupil's referee, etc.

在提交入学申请时，需要向学校提供学生的姓名、性别、国籍、出生日期、护照信息、中国签证信息、入学年份、受教育背景、成绩、获奖情况和过往在校表现；家庭成员的姓名、受教育背景、生日、联系信息；学生推荐人的姓名、出生日期、受教育背景、联系信息等。

(iii) **Fee Payment and Refund**

费用支付与退还

The School may collect Your bank account information or third-party payment platform account information, transaction serial number, payment status and other information from You in order for the School to collect the Pupil's application fee, tuition fee, school bus fees, extracurricular activities fees, pre-payment fees and other school-related fees from You and to make relevant refund to You.

学校可能会向您收集您的银行账号信息或第三方支付平台账号信息、交易流水号、支付状态等信息，用于学校向您收取学生的申请费、学费、校车费、校外活动费、预交费用等学校相关费用和向您退回相关款项。

(iv) **Medical Information**

医疗信息



The School will collect the Pupil's medical information in order to understand the health and medical condition of the Pupils for the purpose of managing the Pupil's affairs. This information will involve the privacy of the Pupil, such as the Pupil's name, nickname, gender, date of birth, home address, phone number and other personal data, name of family members and their contact details, blood type, eating habits and dietary restrictions; history of illness (including psychological and physical), injury history and treatment condition, matters to be noted by teachers and nurses, allergies, medication and medical information; sports restrictions; vision and vision correction condition, vaccination, insurance information such as issuer, insurance policy number, designated hospitals, etc.

为了解学生的身体健康状况和对学生的就学事务进行管理，学校将会向您收集学生的医疗健康信息，这些信息将涉及学生的隐私，例如学生姓名、昵称、性别、生日、家庭住址、电话等个人身份信息；家庭成员及其联系信息；血型；饮食习惯和禁忌；患病（含心理和生理）史、受伤史及治疗情况；教学及看护注意事项；过敏原；用药和医疗信息；运动禁忌；视力及视力矫正情况；接种疫苗情况；保险公司、保险单号码、定点医院等医疗保险信息等。

(v) Other Application Forms

其他申请表

You will need to provide Yours and/or the Pupil's name and home address, Parents' / guardian's contact information, dietary requirements, photo to the School or third party service providers, if You or the Pupil requires other services from the School, such as boarding, school bus services, catering services, school uniforms, School access identification badge etc.

如您需要学校提供其他服务，如住宿、校车、餐饮、校服、校园卡等，您需要向学校或第三方供应商提交您和/或学生姓名、家庭住址、家长联系信息、饮食偏好、照片等。

(vi) Daily Communication and Contact

日常沟通和联系

The School will contact the You or the Pupil via the contact details provided by You in order to communicate with the You with regard to information/ development of the School and Pupils.

学校将通过您提交的联系信息，与您或学生就学校和学生的相关情况进行沟通和联系。

(vii) Miscellaneous

其他

Where, in the professional opinion of the Head it is deemed necessary the School may share information with certain third parties.

校长以专业意见认为学校有必要与特定第三方共享信息。

- (b) If the School enters into a separate arrangement for the payment of fees, it may, in order to verify Parents' identity and so that it can assess and application for credit, search the files of any licensed credit reference agency who will keep a record of that search and details about an application. This record will be seen by other organisations which make searches about the Parents. Failure to supply information may result in a refusal of credit.

如果学校对费用的支付做了另行安排，为了验证家长的身份以便评估和申请贷款，学校可能会搜索任何一家有资质的信用评级机构的文档，以获取申请人的记录和细节。该记录会被搜索家长信息的其他机构看到。无法提供此类信息可能导致家长无法获得贷款。

- (c) The School, other schools in the Harrow International group and/or its management companies ("School Group") may use the personal information submitted by Pupils/Parents to the School or photos, videos, audios and other materials of Parents/Pupils participating in learning programmes, daily life and activities inside and outside the School for the purpose of marketing. The School Group will use the personal data submitted by You to send You news briefings, latest news and promotional materials. The School Group may also publish photos, videos, audios and other materials containing You or Pupils in various online and offline marketing channels, such as the School's or the School Group's internal and external medias, websites, exhibitions, prints, visual displays, etc. If You would like to withdraw Your consent in relation to such use, kindly contact the School via the manner set out in paragraph 8 of this Policy.

学校、哈罗国际集团内的其他学校和/或其管理公司（“学校集团”）可能会使用学生/家长向学校提交的个人信息，或家长/学生参与校内外学习、生活及活动的照片、视频、音频等素材，用于学校集团的市场宣传。学校集团将会使用您提交的个人信息，向您发送新闻简报、最新消息和宣传资料等信息。学校或学校集团也可能会在各线上线下市场渠道，例如学校或学校集团内外媒体、网站、展会、印刷品、视觉陈列等发布包含您或学生的照片、视频、音频等素材。如果您想就上述使用撤回您的授权，请通过本政策第8段中规定的方式与学校联系。

## 2. Storage of Information 信息存储

- (a) The information the School collect will be stored on servers located in the People's Republic of China (for the purpose of this Policy, excluding Hong



Kong, Macau, and Taiwan) (“PRC”). At the same time, in order for the School to provide effective management and maintain the quality of education, the School may provide the data collected to headquarters of the School management company, Asia International School Limited (a company limited by shares incorporated under the Cayman Islands law with principal business address in Hong Kong), and store such data on the servers in the PRC and Hong Kong. If, due to business requirements, personal data needs to be transferred to foreign institution or individual, the School will obtain Your consent in advance, inform You of the purpose and recipient of such transfer etc., and complied with the procedure as required by the relevant law and regulation, provided such transfer is not prohibited by law.

学校收集的信息将保存在位于中华人民共和国境内（为本隐私政策之目的，不含香港、澳门、台湾地区）的服务器上。同时，出于为学校提供有效管理和维持教育质量的需要，学校或会将收集的信息提供给学校管理公司总部 Asia International School Limited（一家根据开曼群岛法律注册、主营业务地址在香港的有限公司），并将信息储存于中国境内和香港的服务器上。如在符合适用法律规定的情形下因业务需要向其他境外机构或个人传输个人信息的，学校会事先征得您的同意，告知信息出境的目的、接收方等情况，并履行相关法律法规规定的程序。

- (b) For the data collected, the retention period is the minimum time necessary to realize the operation functions of the School, and the School will abide by the laws and relevant regulations strictly. Upon the expiration of the retention period, or Your information is no longer needed for the purposes of this Policy, or when it is not required to be retain in accordance with relevant laws and regulations, the School will take reasonable steps and safe mode to remove personal information or make it unrecognizable and cannot be edited, modified or used again.

对于所收集的信息，学校的保存期限为实现学校运作所必需的最短时间，并严格遵守法律及相关法规规定。在保存期限届满、您的信息已经不再需要用于实现本隐私政策规定的目的和用途、也无需根据相关法律法规的规定保存时，学校将采取合理步骤以安全的方式销毁个人信息或使其不可识别并不可被再次编辑、修改、使用。

### **3. Information Sharing, Transfer and Disclosure** 信息共享、转移、公开披露

- (a) Information Sharing  
信息共享

The School will not share Information provided by You with any third parties without Your consent, except for the following:

未经您事先同意，学校不会与任何第三方共享您提供的信息，但以下情形除外：



- (i) Share when obtained express consent: with Your prior consent, We will share Your Information with other parties;

在获取明确同意的情况下共享：经您事先明确同意，学校会与其他方共享您的信息；

- (ii) Disclosing your Information to third party or administrative and judicial authorities in accordance with the relevant laws and regulations or the requirements of the administrative and judicial authorities.

根据相关法律法规的规定，或者行政、司法机关的要求，向第三方或者行政、司法机关披露您的信息。

- (iii) Sharing with third-party suppliers: Some of the School's services will be provided by third-party suppliers where necessary. For example, school web design suppliers, school software design suppliers, marketing and public relations companies, catering suppliers and school uniform suppliers etc. The School will only share Your Information with third-party suppliers for specific and clear purposes based on legitimate, proper and necessary principles, and the School will only share Information which is necessary to provide services. The School will request its suppliers to comply with this Policy and any other relevant confidentiality and security measures when processing Your Information.

与第三方供应商共享：为提供服务之需，学校的某些服务将由第三方供应商提供。例如，学校网页设计供应商、学校软件设计供应商、市场推广和公关公司、餐饮供应商和校服供应商等。学校仅会根据合法、正当、必要的原则，基于特定、明确的目的与第三方供应商共享您的用户信息，仅会共享提供服务所必要的用户信息，并要求供应商按照本隐私政策以及其他任何相关的保密和安全措施来处理您的信息。

- (iv) For the purpose of providing service to You, the School may need to disclose Your Information to its affiliates.

为向您提供服务之需，学校可能会向其关联方披露您的信息。

For external organisations and individuals with whom the School share Your Information, the School will include confidentiality clauses in the agreements with them and require them to strictly handle Your Information in accordance with relevant confidentiality and security measures.

对学校与之共享您的信息的外部组织和个人，学校会在与其签署的协议中加入保密条款，要求他们按相关的保密和安全措施严格处理您的信息。

- (b) Transfer of Information

### 信息转移

The School will not transfer Your personal data to any company, organisation and individual save for the following:

学校不会将您的个人信息转移给任何公司、组织和个人，但以下情况除外：

- (i) Transfer with explicit consent: Upon obtaining Your explicit consent, the School will transfer Your personal information to other parties;

在获取明确同意的情况下转让：获得您的明确同意后，学校会向其他方转移您的个人信息；

- (ii) When it involves mergers, acquisitions or bankruptcy liquidation, if it involves the transfer of personal information, the School will require the new entity holding Your Information to continue to be bound by this Policy, otherwise the School will request the said entity to obtain Your authorised consent again.

在涉及合并、收购或破产清算时，如涉及到个人信息转让，学校会要求新的持有您的信息的主体继续受此隐私政策的约束，否则学校将要求该主体重新向您征求授权同意。

- (c) Public Disclosure

公开披露

The School will only disclose your Information under the following circumstances:

学校仅会在以下情况下，公开披露您的信息：

- (i) Upon obtaining your express consent;

获得您明确同意后；

- (ii) Disclosure based on law: In the case of mandatory requirements by laws, legal procedures, lawsuits or government authorities, the School may disclose Your Information publicly.

基于法律的披露：在法律、法律程序、诉讼或政府主管部门强制性要求的情况下，学校可能会公开披露您的信息。

## 4. Protection of Information

信息保护

- (a) The School will deploy an access control mechanism to ensure that only authorized personnel can access personal information; and the School will organize security and privacy protection training courses to enhance employees' awareness of the importance of protecting personal information.

学校会部署访问控制机制，确保只有授权人员才可访问个人信息；以及学校会举办安全和隐私保护培训课程，加强员工对于保护个人信息重要性的认识。



- (b) The School will take all reasonable and feasible measures to ensure that irrelevant personal data is not collected. The School will only retain Your personal data for the period required to achieve the purpose stated in this Policy, unless the retention period needs to be extended or permitted by law.

学校会采取一切合理可行的措施，确保未收集无关的个人信息。学校只会在达成本政策所述目的所需的期限内保留您的个人信息，除非需要延长保留期或受到法律的允许。

- (c) In the unfortunate event of the occurrence of a personal data security incident, the School will promptly inform You in accordance with the requirements of laws and regulations: the basic information and possible impact of such incident, the measures the School has taken or will take, suggestions You may adopt separately to prevent and reduce risks, remedies for You, etc. The School will promptly inform You about the incident by email, letter, phone, push notification, etc. If it is difficult to inform the owners of the personal data individually, the School will adopt a reasonable and effective method to publish such notification.

在不幸发生个人信息安全事件后，学校将按照法律法规的要求，及时向您告知：安全事件的基本情况、可能的影响、学校已采取或将要采取的处置措施、您可自主防范和降低风险的建议、对您的补救措施等。学校将及时将事件相关情况以邮件、信函、电话、推送通知等方式告知您，难以逐一告知个人信息主体时，学校会采取合理、有效的方式发布公告。

- (d) At the same time, the School will proactively report the handling of personal data security incidents in accordance with the requirements of the regulatory authorities, such as network information department, telecommunications department and police.

同时，学校还将按照监管部门（如网信部门、电信部门、公安部门）要求，主动上报个人信息安全事件的处置情况。

## 5. Your Rights 您的权利

- (a) Enquiry  
查询

You can inquire and manage (including amending, deleting, changing or withdrawing the authorisation, etc.) the information You submitted to us by visiting the School in person. Please contact the School's admissions department for appointment.

您可以通过亲自到校方式查询、管理（包括变更、删除、改变或撤回授权同意等）您向学校提交的信息。预约时间请联络学校的招生部。





(b) Amendment

变更

You should ensure that all information submitted to the School is accurate. If You find that the School have made errors in the collection and storage of the Information, You may request the School to correct the relevant Information in the manner set out in paragraph 5(a) above.

您应当确保向学校提交的所有信息均准确无误。如果您发现学校对信息收集、存储有错误，您可以通过上述第 5(a) 条列明的方式要求学校对相关信息予以更正。

(c) Removal

删除

If You discovered that the School has not collected and used the Information in accordance with the provisions of laws and regulations or the provisions of this Policy, You may contact the School through the methods set out in paragraph 5(a) above to request for removal of the relevant Information.

若您发现学校未按照法律法规的规定或者本隐私政策约定收集和使用信息，您可以通过上述第 5(a) 条列明的方式联系学校对相关信息进行删除。

(d) Amendment or Withdrawal of Authorisation

改变或撤回授权同意

For information collected for the purpose of marketing, You may amend or withdraw the authorisation previously provided by You. You may manage Your authorisation in the manner set out in paragraph 5(a) above. When You withdraw your authorisation, the School will no longer process Your corresponding Information. However, Your decision to withdraw Your authorisation will not affect the Information previously processed based on Your authorisation.

对于为了实现扩展业务功能之目的而收集的信息，您可以改变或撤回您的授权同意。您可以通过上述第 5(a) 条列明的方式对您的授权进行管理。当您撤回同意后，学校将不再处理相应的信息。但您撤回同意的决定，不会影响此前基于您的授权而开展的信息处理活动。

(e) For security reason, You may need to provide a written request or prove your identity when you make inquiries or submit for changes or deletion of Your Information. The School may ask You to verify Your identity before processing Your request.

为保障安全，您申请查询、变更或删除您的信息时，可能需要提供书面请求，或以其他方式证明您的身份。学校可能会先要求您验证自己的身份，然后再处理您的请求。

**6. Personal Data belongs to Children**

儿童的个人信息



The School understand that the personal data of the Pupils it collects and uses may be minors under the age of 14 ("**Children**"). The School places great importance to the protection of Children's personal data. The School will comply with the relevant laws and regulations strictly and fulfill its responsibility in protection of Children's personal data. The School agrees to the following:

学校了解，学校所收集、使用的学生的个人信息可能不满 14 周岁的未成年人（“**儿童**”）。学校非常重视对儿童个人信息的保护，学校将严格按照相关法律法规规定，落实儿童个人信息保护责任，并作出如下承诺：

- (a) Children shall not set up his or her own online account with the School without the consent of his/her parents or guardian.

未经父母或监护人同意，儿童不得创建自己的学校网上账户。

- (b) Before collecting Children's personal data, the School will remind parents or guardians of the Child to read this Policy and inform them about the collection, storage, use, transfer and disclosure of Children's personal data in accordance with relevant laws and regulations.

在收集儿童个人信息前，学校将提醒儿童的父母或监护人阅读本隐私政策，按照相关法律法规规定向其告知学校收集、存储、使用、转移、披露儿童个人信息的有关事项。

- (c) The School will only collect and use Children's personal data in strict compliance with the relevant laws and regulations and this Policy provided that authorization and consent of the Child's parent or guardian has been obtained. The School will not collect Children's personal data unrelated to the operation of the School.

学校将仅在获取儿童父母或监护人授权同意的前提下、严格按照相关法律法规和本隐私政策的规定收集、使用儿童个人信息，学校不会收集与学校运营无关的儿童个人信息。

- (d) The School will store Children's personal data in the manner and within the time limit specified in paragraph 2 of this Policy. The School will not store Children's personal data beyond the time limit necessary for the purpose of collection and use.

学校将按照本政策第 2 条规定的方式和期限存储儿童个人信息，学校存储儿童个人信息不会超过实现收集、使用目的所必需的期限。

- (e) The School will not use Children's personal data in violation of the relevant laws and regulations or the agreed purpose and scope. If it is necessary to use the data beyond the agreed purpose and scope to facilitate School operation, the School will obtain the consent of the Child's parent or guardian again.

学校不会违反相关法律法规规定或约定的目的、范围使用儿童个人信息。如果因学校运营需要，确需超出约定的目的、范围使用的，学校会再次征得儿童父母或监护人的同意。

- (f) The School will set up strict data access authority and control the scope of Children 's personal information based on the principle of minimum authorisation.

学校将以最小授权为原则，严格设定信息访问权限，控制儿童个人信息知悉范围。

- (g) Children and their parents or guardians enjoy the rights as specified in paragraph 5 of this Policy.

儿童及其父母或监护人同样享有本隐私政策第 5 条规定的权利。

- (h) The School will designate an officer to be responsible for the protection of Children 's personal data. If You have any questions, You may contact the School in accordance with the provisions of paragraph 8 of this Policy.

学校会指定专人负责儿童个人信息保护事宜，如有相关疑问可以按照本隐私政策第 8 条规定的方式与学校联系。

## 7. **Amendment of Policy**

### 隐私政策的修订

The School may revise this Policy from time to time to comply with the changes in the relevant laws, regulations and regulatory policies. The revised Policy will be published on the School's website or sent to your email account. If You did not raise any queries after the publication or upon receiving the revised Policy, You are deemed to have fully read, understood and accepted the revised Policy.

学校可能会并根据相关法律法规及监管政策变化的要求适时修订本隐私政策，修订后的本隐私政策将公布于学校网站或以电邮方式通知您。如您在本政策修订后没有提出疑问，即表示您已充分阅读、理解并接受更新后的隐私政策约束。

## 8. **How to Contact the School**

### 如何联系学校

If You have any questions, comments, suggestions or complaints relating to this Policy or Your information, You may contact the School by contacting the School's Admissions Department.

如您对本隐私政策或您的信息的相关事宜有任何问题、意见、建议或申诉，您可直接联络学校招生部。