



Parent Contract 家长声明

By signing below, I agree with my son / daughter _____ studies at Changchun American International School and commit to adhere to the conditions of all the attached documents

我以下的签字代表我同意我的儿子/女儿_____将在长春美国国际学校就读，并承诺遵守此声明附件中的八个文件及学校所有的规章制度。

The eight documents are as follow 此声明的八个附件为：

- 1、 Non-refundable fees policy 学费不予退还条例
- 2、 Insurance Statement 学校保险声明
- 3、 Emergency Release Statement 紧急医疗事件处理授权书
- 4、 Pick-up/Drop-off Statement 接送声明
- 5、 Library Lending Agreement 图书馆图书借阅协议
- 6、 Photo waiver 照片征用协议
- 7、 Students Achievements Waiver 学生成就公开免责声明
- 8、 Student's Visa Statement 学生签证声明

Student's Name 学生姓名

Parent's Name 家长姓名

Grade 学生就读年级

Parent's Signature 家长签字

Date 日期



Tuition Statement 学费声明

Non-Refundable Fees 学费不予退还

1. All fees should be paid before the student starts school. Compulsory fees include registration, tuition, capital levy, stationery fee, new student fee and returnable deposit, etc. 学校规定学生在入学之前必须缴纳完毕所有费用，包括报名费、学费、年度建校费、文具费、新生入学费、押金等费用。
2. After the student is registered, the fees listed below cannot be refunded under any circumstance 学生注册缴费后，在任何情况下学校将不予返还下列费用：
 - 2.1 Tuition 学费
 - 2.2 Registration 注册费
 - 2.3 Capital Levy 建校费
 - 2.4 Stationery 文具费
 - 2.5 New Student Fee 新生入学费
3. After receiving the written information above a student who leaves the school or transfers to another school, CAIS will refund the fees listed below after receiving notice within 7 working days. 在得到学生退学/转学书面通知 7 个工作日后，学校将办理退还下列费用：
 - 3.1 CAIS refunds the lunch fee for the months following the date of your notice. Student lunch needs to reserve. Parents should apply for refund before the 20th of the month. If not, refund will be calculated from next month. 学生午餐需要提前进行预订。学生需在当月的 20 日(包括本日)之前提出申请，午餐费按尚未发生的月数退还。
 - 3.2 Bus routes and seats are arranged in advance, so CAIS only refunds for the months transportation fee following your notice. 班车费，由于校车需要预设路线和座位，班车费用按尚未发生的月数退还。
 - 3.3 The deposit fee will be returned if there is no facility is damaged by the student, otherwise school will deduct some money as compensation. 如果学生在校期间没有损坏学校设施则离校时将会返还押金，如有损坏学校措施则学校会扣除相应费用作为赔偿金。

学费涨幅

为了更好的服务学生，提高教学质量，学校每一学年都会大力投入与完善教学设施设备，引进优秀教师，增加教师的海外培训，丰富教学课程，配备高端教学工具等等。因此，我校每年学费将会在此基础上参考当年市场经济增长幅度进行平均 5%-10% 涨幅。

In order to provide quality service for students and enhance the teaching quality, the school will take some measures every year, which include increase investment in the teaching facility, recruit outstanding teachers, increase teachers' overseas training, enrich the curriculum and equip with high-end teaching materials. Therefore, school tuition fees will have an average 5%-10% growth every year on the basis of the above and to reflect the market economic situation of that year.

My signature below indicates that I have read and totally understood the statement above.
以下签字表明我已经阅读，完全了解并同意了上述内容。

Parent's Signature 家长签字

Date 日期

✳ CAIS has the right to revise this document at any time.
长春美国国际学校将保留对此版本文件进行修改的权利。



Insurance Statement 学校保险声明

I have been informed by the school and know that the school will buy medical insurance for each student. Insurance will come into effect 10 working days after students pay tuitions and provide the copies of student's passport and one of the parent's passport. If any accident occurs before this effective day, all medical fees will be taken by parents. The insurance cover and content follows the Chinese Protection and Supervision Association (the maximum amount paid is RMB 50,000 at the present time). If any accident occurs in school, all medical fees will be taken according to insurance contract. All other fees exceeding the quota will be paid by parent(s)/guardians. 我已经被学校告知并明确了解：学校将为每一位学生购买医疗保险，保险在学校收到学费及学生和家长的护照/身份证复印件十个工作日后生效。保险生效前发生的医疗事故，由学生和家长自行承担其医疗费用。保险范围请参照保险条款，保险金额依中国保监会规定（目前最高保险金额为人民币 5 万元）。如在校期间发生保险事故，依据保险合同进行理赔，超出保险金额及保险条款的其他费用将由学生家长自行承担。

If parent(s) would like to raise additional insurance, please provide this for yourselves.
如果家长需要提高保险额度，请自行投保并承担保险费用。

Parent's Name 家长姓名

Parent's Signature 家长签字

Date 日期



Emergency Release Statement 紧急医疗事件处理授权书

I, the undersigned, as the parent/guardian of student(s) _____ require the school to inform me immediately when a medical incident has occurred to my children. Phone number _____. 我作为学生 _____ 的家长/监护人，要求学校在我的孩子发生医疗事故时，在第一时间通知我本人，电话：_____。

If the school cannot contact the parent/guardian of the student(s) mentioned above, I hereby authorize the following person to send this student(s) to Jilin University Hospital. And they may sign their name on the medical document required, including but not limited to emergency medical care or surgery. 如学校未能联络到上述家长/监护人，我授权下述单位/人员将学生送往吉林大学医院一院、二院、三院，并授权他们按照医生的建议签署相关医疗文件，其中包括并不限于紧急医疗或外科手术。

I agree to pay all expenses involved due for treatments, including but not limited to the emergency ambulance fee, the charge for a consultation, operation fee, fee for aids, medical expenses, transportation fee etc. Parents should return all the fees paid by school on account, if medical event belongs to insurance cover, parents should claim compensation from insurance company. 我同意支付在孩子治疗期间所产生的相关费用，包括但不限于急诊救护费、诊疗费、手术费、看护费、医药费、交通费等。学校垫付的以上费用需及时全额归还，如医疗事件属保险承保范围，学生家长另行向保险公司提出索赔。

I authorize Changchun American International School to handle the medical incident, and I agree to give up any and all demands, claims, loss, damage, costs etc due to its agents, employees, representatives, the building and grounds owners, any related entities, and all others. 如果我授权长春美国国际学校处理此医疗事件，我同意放弃和免除对学校员工、代表、代理、管理人员的所有权利主张、要求、诉讼、损害赔偿、费用预计等任何形式的责任。

I am responsible for any consequence arising from this authorization. 我将对此授权产生的任何后果负全部责任。

1. Changchun American International School

长春美国国际学校

2. _____ (Designated Person's Name 家长指定人员的姓名)

Tel. 紧急联系电话 _____ (Ensure that the person can be contacted at any time 确保能随时联系到此人)

Passport No. 证件号 _____

Parent's Name 家长姓名

Parent's/Guardian's Signature 家长/监护人签字

Date 日期



Pick-up/Drop-off Statement 接送声明

Parents pick up students 家长自行接送

The people below can pick-up my children without advance notice.
以下人员不需事先通知可以代表我本人接送我的孩子。

1、 Name 姓名 _____ Relation to the student 与学生关系 _____

2、 Name 姓名 _____ Relation to the student 与学生关系 _____

.....
 By school bus 乘坐校车

If under special circumstance, I cannot pick-up my children at the bus pick-up/drop-off station, I will contact the bus coordinator a day ahead. I agree for the school to drop off my children at the following station. The designated person below will pick-up my children. 如果我在特殊情况下不能到班车站接孩子，我将提前一天与学校联系，告知学校班车协调员。并同意我的孩子在学校班车既定路线内的如下地点下车、由指定的人员接送：

Address 地点 _____

The person's name who will pick up the children and phone number _____

接送孩子的人员姓名及联系电话 _____

Parent's commitment: My children walk home by themselves from the bus pick-up/drop-off station.

家长承诺：我的孩子可以独自从校车站点回家，无需大人接送。

.....
 Parent's commitment: My children can go home by themselves 家长承诺：我的孩子可以自行回家

Supplementary 补充项目：

Events outside the school, before and after school time are not the school's responsibility.
学生到校之前，离校之后发生的一切事宜与学校无关。

To ensure safety when picking up and dropping off students, parents should follow school's parking system.

To help avoid the vehicle congestion, please do not drive in opposite direction in front of school gate, and do not park for a long time.

为了接送学生的安全，家长要遵循学校的停车制度。学校门前不许逆行及长时间停泊，以免造成车辆堵塞。

Please fill in your most commonly used car's type ,and its license plate number.

请填写您的常用接送车辆类型及车牌号 (1) _____

(2) _____

Parent's Signature 家长签字

Date 日期

※CAIS has the right to revise this document at any time.

长春美国国际学校将保留对此版本文件进行修改的权利。



Library Lending Agreement 图书馆图书借阅协议

Library rules should be observed carefully. Students can check-out books using their library card. Books are due back within 3 months. Books can be changed, but borrowed books must be returned. The student must reimburse the school for any damage or loss of these books. 学生必须严格遵守图书馆管理规定，凭图书证借阅图书馆内图书，时限为三个月，如需更换图书，需先将原借出图书归还。在归还图书时，如有损坏，应按规定赔偿。学生借阅图书数量规定如下：

Pre-K-PYP2 students may borrow one book every time.

幼儿园至小学2年级学生每次可以借一本书。

PYP3-PYP5 students may borrow three books every time.

小学3年级至小学5年级学生每次可以借三本书。

MYP students may borrow ten books every time.

初中部学生每次可以借十本书。

DP students may negotiate the number of books, but no more than 30 at any one time.

大学预科学生借书的数量可以酌情确定，但是每次最多不得超过30本。

Please complete the form below agreeing to your children checking-out books from the library.

请选择您是否同意学生将学校图书馆书籍借出：

I would like my child, _____, to bring library books home.

我同意我的孩子 _____ (学生姓名) 把图书馆的书籍带回家

I would prefer that my child, _____, does not check-out personal library books. (Books can be read in the library only.)

我不同意我的孩子 _____ (学生姓名) 借出图书馆书籍 (只在图书馆内阅读的书籍)。

Parent's Signature 家长签字

Date 日期

I understand that I am responsible for any library books checked-out to me and will return books by the due date in the same condition as received

我承诺我有责任爱护任何从图书馆借出的书籍，将其保持完好并按时归还。

Student's Signature 学生签字



Parent notice: Photo waiver 照片征用协议

We are often asked to participate in interviews and news stories by various media. The school and its representatives on occasion take photographs for the school's use in print, news publications, media and electronic publications. 学校由于接受媒体及新闻单位的采访、报道、举办各项学术及文化活动等需要，届时会为学生拍照，用于制作学校的网站、印刷品、新闻出版物、媒体和电子出版物等。

If you should object to the use of your child/children's photograph/video by Changchun American International School or Transpace (Changchun) Foreign Language School, you have the right to withhold its release. Please tick the choices as stated below, let us know your opinion. 如果您反对学校使用您孩子的照片及视频资料，您有权拒绝将其发布。请在下面选项内打勾，告知我们您的意见。

Additionally, if you are willing to speak to news organizations both in China and overseas about your choice of education for your child/children, please fill in the form below and we will add you to the list. 此外，如果您同意，我校也会把您的名字加入到可能被采访的家长名单中。

.....

1. a. I have read the above policy and agree to allow my child/children's photo/video to be taken for promotional purposes by the school. The validity date is from the date undersigned to the date my child leaves the school. 我已经阅读了以上条款，并同意发布我的孩子的照片或视频资料。有效期自以下签署日期开始直到我的孩子离开贵校。

b. I have read the above policy and DO NOT agree to allow the use of photos or videos of my child. 我已经阅读了以上条款，不同意学校以任何目的发布我的孩子的照片相或视频资料。

2. a. I would like to be included on the list of parents available for interviews. 我愿意被添加到可接受采访的家长名单中。

b. Please do not include me on the list to speak to journalists 请不要将我列入可接受采访的家长名单中。

Child's Name 学生姓名

Grade 年级

Parent's Signature 家长签字

Date 日期



Students Achievements Waiver 学生成就公开免责声明

The school would like to encourage our current students to greater success, and to promote their achievements. We would also like to inspire other students to follow the example of high achieving and successful students. 对于在我校就读并取得优异成就的学生，学校将通过公开表扬、宣传等正面报导的方式，支持和鼓励该生，并以此激励其他学生取得更大的成就。

Changchun American International School is granted permission to use full-time students' achievements (including school related achievements outside the school), in articles and promotional information, which would include interviews, and in the (print and electronic) media. This information would include the names of universities accepted to, and title of any scholarship granted. 学校有权将学生在校期间取得的任何成就（包括但不限于校内校外的成就），申请及获得的国内外大学的名称及其获得的奖学金种类及金额，用于对外宣传并接受媒体及新闻单位的采访、报道、举办各项学术及文化活动等宣传需要；制作学校的网站；印刷品；新闻出版物；媒体及电子音像出版物等。

At Diploma Program level, to enable the school to best serve the student, the student must supply the school with all materials related to the student's university application, including dates of application, names of universities, and all application material sent to the university. 学生有义务及时地、真实地、详细地向我校提供申请大学的过程、细节和结果，并及时提供申请和被录取的大学名称；同时学校也有权利随时向学生获取以上信息。

Remark: Students mentioned above include any student who is currently, or at any time in the past had any certificates and rewards in the school. 注：上文所指的学生是指在长春美国国际学校或曾经在长春美国国际学校就读并在此期间获得各类证书与奖励的学生。

Student's Name 学生姓名

Grade 年级

Parent's Signature 家长签字

Date 日期



学生签证声明 Student's Visa Statement

For the students in Changchun American International School, the students and parents are responsible for the visa. The school can only provide the basic material for the visa application if necessary.

长春美国国际学校就读的学生，学生签证由学生和家長自行负责。如有需要，学校仅提供办理签证所需要的基本材料。

So any problems occur from the visa, the school will not take any responsibilities.
因此因签证所产生的任何问题，学校将不承担责任。

由于政策不断的更新，具体签证事宜，请咨询国籍国驻华大使馆或者是长春市公安局出入境管理处网站：

<http://www.ccca.gov.cn/bszn.jsp?id=795&code=%E9%B7%88%E5%84%AD>

咨询电话：+ 86 431 88908471

As the policy constantly update, for the detail information about the visa, please consult with the home country Embassy in China or Immigration department of Changchun police station.

Changchun police station website:

<http://www.ccca.gov.cn/bszn.jsp?id=795&code=%E9%B7%88%E5%84%AD> or
telephone number + 86 431 88908471

是否学校协助办理签证 是 否
Need school assistant for the students visa Yes No

Student's name 学生姓名

Grade 年级

Parent's Signature 家长签字

Date 日期