

杜伦中文学校入学及学费管理规定

The Admission and Tuition Fee Management Regulation of Durham Chinese School

2019年1月版

1. 最低入学年龄是五岁，依照报名先后办理入学手续；低于该年龄的学生，可以注册为预备生，年龄够后，优先入学。

The minimum age for admission is five years old. The school will offer a place based on the application orders. Pupils below this age will be added to the waiting list, once they reach the age requirement, they will have the admission priority.

2. 新生报名时，必须在入学前由教务委员进行中文水平评估，根据水平安排到合适的班级。

When new students register, their Chinese levels must be assessed by the Teaching Coordinator and arranged to the appropriate classes.

3. 学生家长在开学后前两个周日内将全学年（含三个学期，共36个星期）的学费全额支付给学校秘书。对于任何迟交学费，学校将收取额外费£10。支付方式可以是支票(支票支付给 Durham Chinese School)或者现金。

The whole academic year tuition fee including three terms (total 36 weeks) should be paid to the School Secretary by cheque (payable to Durham Chinese School) or cash on the first two Sundays of the term. A £10 surcharge will be charged for any late payment.

4. 对于因父母均失业而领取政府低收入福利家庭，在提供父母双方相关证明后，学生本学年学费减半。

A 50% discount applies to any families which receive the low income benefit from the government due to both parents' unemployed statuses. Official proofs should be provide to the school.

5. 对于三个子女均在学校上课的家庭，第三个学生的本学年学费减半。四个及以上子女同时在学校上课的家庭，将免除一个学生的本学年费用。

For families with three children attending school, the third student's tuition for the current academic year will be halved. Families with four

or more children attending classes at the same time will be exempt from one pupil's tuition fee for the current academic year.

6. 学生家长可以在任何阶段提出退学请求。学费原则上不退返，除非是在第一个学期前四周内退学的，按全年比例扣除上完课的费用加退学手续费 £10 后，退还剩余的学费。

Parents can request a dropout at any stage. Tuition fees are not refundable in principle, unless they are withdrawn within four weeks of the first term. Once the request is accepted, the tuition fee will be refunded before it is deducted based on the percentage (Attended weeks/Total term weeks) plus the refund charge of £10.

7. 对于特殊情况，例如搬家或者生病等客观原因申请退学的家庭，经校委会讨论批准后，按全年比例扣除上完课的费用加退学手续费 £10 后，退还剩余的学费。

For some special circumstances, for example moving house or being sickness, Parents can apply a tuition fee refund. Once the request is approved by the school committee, the tuition fee will be refunded before it is deducted based on the percentage (Attended weeks/Total term weeks) plus the refund charge of £10.

8. 因极端天气等客观原因造成的学校关闭，学校会及时通知家长，学校不会因此退还课时费用。

If the school is closed due to some inevitable reasons such as extreme weathers, parents will be notified in time and no fee will be refunded for the cancelled lessons.