



SHEN WAI INTERNATIONAL SCHOOL

深圳外國語學校國際部

www.swis.cn

SWIS

Parents/Students Summer School (SSS) Essential Agreement

Parents/Students Responsibilities:

- Parents are responsible to read the SSS Essential Agreements before signing their children in to a Summer School class.
- There is no child supervision between the morning and the afternoon classes – parents are responsible for collecting their child after each class.
- Parents are not permitted to remain on campus during class time.
- Parents and students must not remain on the campus between the classes.
- If a child is collected late more than twice within the Summer School period, he/she may be automatically removed from the activity for the remainder of the period.
- Students who are not involved in Summer School are not permitted to remain on the school campus.

Registration:

- Summer School classes are for all SWIS students from K to G10 students.
- There are no Summer school classes for Pre-K students.
- Summer School registration is completed ONLY via the On-line Registration Forms on the school website. Registration cannot be made internally with the class leaders or with classroom Teachers
- If a child is registered for 2 classes that are running at the same time – the SSS coordinator has the right to select any of the registrations. It will not be chosen dependant on the order you submitted the registration.
- Places in each class are limited in number. Parents/Students are asked to choose their options and sign up for activities on a first come – first served basis.
- No modification can be done once the On Line registration is made. Please read carefully before registering.
- By registering for a class, parents acknowledge that they may not cancel or modify their registration. If the parent wishes to cancel the class, they must still make full payment for this class – no exceptions to this.



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Enrollment / Attendance / Cancellation Policy:

- If fewer than the required minimum number of participants register for an activity, the SSS Coordinator reserves the right to cancel the activity for the semester. A notice will be sent to all activity participants as early as possible so that students may register for another available activity.
- Students do not have the option to take trial activities.
- Behaviour / Attendance: The SSS classes are part of the school program and students must respect the SWIS Code of Conduct.
- Students must be on time, be prepared, and motivated for the activity.
- The school reserves the right to withdraw a student's registration for an activity for improper behavior.

Payment and cancellation

Payment:

- If you register for a paid activity class you are responsible to pay for the class – SWIS will not accept cancellations of any registrations. Full payment is compulsory.
- For payment of course fee, students pay the fee directly to SWIS Finance office during the payment period outlines in the confirmation email.
- No reimbursement will be given to students register in a SSS class.
- Students must pay the total fee for the SSS period. They may not pay per session.

Cancellation Policy:

- If fewer than the stated minimum number of participants register for a course, the SSS Coordinator may have to cancel the class for the semester. Notice will be sent to all participants of the class.