



ISA Wuhan
International School
武汉爱莎外籍人员子女学校

POLICY NAME	Admissions Terms and Conditions
POLICY NUMBER	07.001
SCHOOL	ISAWHIS
TITLE OF STAFF RESPONSIBLE	Head of Admissions
APPROVING BODY	CLT
EFFECTIVE DATE	2025
REVIEW DATE	Bi-Annually

Admissions Terms and Conditions

ISA Wuhan International School 2025-26

Introduction

1. These Terms and Conditions constitute a contract between the Parents and the School.
2. Amendments: The School reserves the right to amend or supplement these Terms and Conditions from time to time. The School will notify Parents of any material changes at least thirty (30) days prior to such changes taking effect.
3. School prospectuses, the School website and other social media platforms do not form part of this contract.
4. Fees and Notices: Provisions relating to fees and notices are important and are detailed in Clauses 3 to 7.

Definitions

1. School / ISA Wuhan means ISA Wuhan International School.
2. Head of School means the person responsible for the day-to-day management of the School or any person delegated to perform the duties of the Head of School.
3. ISA means ISA Schools.
4. Parents / Guardians means the person(s) who signed the Application Form and/or the person(s) responsible for the Student's conduct at School.
5. Student means the person studying at or about to be enrolled at the School whose name is listed under "Student" on the Application Form.

Clause 1: Application Processing

1.1 Applications for Admission

An application for enrolment will only be formally processed by the School upon payment of the application fee and receipt by the School of all of the following documents:

1.1.1 A complete Application Form signed by the Parents/Guardians; and

1.2.2 All requisite supporting documents as required for enrolment.

1.2 Admission Criteria

Admission is subject to the student's satisfactory academic performance at their current school, a positive behavioral record, and the school's capacity to support the student. The submission of an application and payment of the Application Fee do not guarantee admission or enrolment. Admission is solely at the discretion of the school.

1.3 Misrepresentation and Non-Disclosure

Providing false statements or misleading information on the application form or failing to disclose any relevant details regarding medical diagnoses, academic performance, learning support needs, or behavioral history, may result in immediate rejection of the application or withdrawal of admission at any stage.

1.4 Fully Enrolled Status

A student is only considered fully enrolled upon the signing and return of these Terms and Conditions to the School and the settlement of all payable amounts (including full tuition fees and other billed charges). Prior to full enrolment, the student is in a conditionally enrolled status, and the School reserves the right to revoke the offer of admission at any time without liability.

1.5 Grade Placement

The School reserves the right to make the final determination regarding a student's grade placement. Grade placement is typically determined by reference to age and prior academic attainment, and may be adjusted based on the School's assessment. Accordingly, the grade assigned by the School may differ from standards applied by other schools or education systems.

1.6 Mid-Year Admission

Students may apply for admission during the academic year. Fees for the first academic year will be calculated on a pro-rata basis according to the number of complete calendar months commencing from the month the student is enrolled.

1.7 Agreement to abide by School Rules

Registration at the School constitutes the Parents'/Guardians' full agreement to abide by the School's Terms and Conditions, mission and vision, and all policies, procedures, and academic standards. The School reserves the right to amend its policies and procedures, and a student's continued enrolment shall be deemed acceptance of any such amendments.

Clause 2: Grade Placement Policy

2.1 Initial Placement, Progression, and Retention

The School's decisions regarding a student's initial grade placement, progression to the next grade, retention in a grade, and continued enrolment are based on a holistic assessment of the student's age, academic performance, developmental readiness, and social-emotional wellbeing.

2.2 Annual Re-enrolment

A student's annual re-enrolment is conditional upon their continued satisfaction of the School's academic, behavioural, and attendance requirements (refer to school Attendance policy).

2.3 Learning Support and Individual Education Plans (IEPs)

The progress of students receiving additional learning support will be regularly assessed by the learning support team to determine whether the School can continue to meet their needs. Individual Education Plans (IEPs) for students will be reviewed and updated annually. The provision of ongoing support is contingent upon the availability of School resources and their alignment with the student's educational needs. If, in the professional judgement of the Head of School and following consultation with the Parents, the School determines that its available resources cannot adequately meet a student's special educational needs, the School reserves the right to require the student to withdraw.

2.4 Grade Placement Procedure

The Head of divisions (Primary and Secondary school) will review applications for enrolment and grade placement only when all required documentation is submitted. Students are placed in a grade based on their age, developmental readiness, and prior academic performance. While priority is given to placing students with their age peer group, in certain cases, the school may determine that a student's best interests are served by placement in a grade level above or below their chronological age. The school's decision on grade level placement is final and non-negotiable.

Clause 3: Composition of Fees

The fees charged by the School to enrolled students for each academic year ("School Fees") comprise the following components, with specific amounts as published by the Admissions Office:

3.1 Application Fee

Payable in full as a one-time payment upon submission of an application. This fee is non-refundable. Applications will not be processed without payment.

3.2 Annual Tuition Fee

Payable in full within four (4) weeks of the invoice date. The School offers both annual and

semester payment plans.

3.3 Miscellaneous Fees

Parents/Guardians agree to pay additional full charges for relevant services, including but not limited to catering, transportation, boarding accommodation, technology fees, uniforms, external examination and competition fees, and educational travel. Payment terms and applicable refund policies will be specified by the relevant service provider or the School through the Fee Sheet, invoice, or other official notification.

3.4 Mandatory Course-Related Service Fees

Fees for services deemed necessary for a student to pursue their academic programme (including fees determined according to external assessment criteria, such as support for special educational needs) are mandatory. Failure to meet these financial obligations may result in suspension of the service or cancellation of enrolment.

Clause 4: Payment of Fees

4.1 Payment Deadlines and Invoices

All School Fees must be paid in full within four (4) weeks of the invoice date.

4.2 Third-Party Payment

4.2.1. Parents/Guardians may indicate on the Application Form that a designated third party will pay the fees on their behalf. However, Parents/Guardians remain responsible for ensuring that the third party pays in accordance with the agreement and bear ultimate liability for the settlement of any outstanding fees.

4.2.2 If the third party fails to pay within the agreed timeframe, the Parents/Guardians must settle the outstanding amount within 3 days to ensure the student's education is not disrupted.

4.3 Payment for Mid-Year Admission

Students may be admitted mid-year upon approval and subject to availability of places. Annual fees will be calculated on a pro-rata basis according to the number of complete calendar months and are payable upon enrolment. If admission occurs within four (4) weeks of the official school start date, the full annual fee is payable.

4.4 Late Payment

4.4.1 If any amount payable remains outstanding after the due date specified on the invoice, the School reserves the right to issue a written reminder to the Parents/Guardians, setting a new deadline for payment.

4.4.2 If the amount remains unpaid by the new deadline, the School reserves the

right (exercisable individually or concurrently).

(a) to charge interest on the overdue amount at a rate of 1.5% per month, together with an administrative fee of RMB 2,000;

(b) to suspend the student's entitlement to attend and all campus services, including but not limited to access to classrooms, participation in examinations, and use of facilities;

(c) to withhold the release of all academic records, transcripts, graduation certificates, and other relevant documents pertaining to the student;

(d) to require the Parents/Guardians to provide a prepayment or bank guarantee for fees for subsequent academic years.

4.4.3 If the default in payment continues for more than 60 days, following further written notice from the School, the School shall be entitled unilaterally to deem that the Parents/Guardians have withdrawn the student, and the student's enrolment shall terminate from the date specified in such notice. In this event, the Parents/Guardians shall remain liable for the payment of tuition fees on a pro-rata basis up to the date of termination, and any other fees due. The School also reserves the right to pursue all outstanding fees and reasonable legal costs incurred as a result.

4.5 Instalment Payment Arrangements

Any acceptance by the School of payment by instalments is a special concession and requires a separate written agreement. An instalment payment agreement does not affect the Parents'/Guardians' ultimate liability for the full amount of the fees. Should any instalment be overdue, the entire remaining balance shall become immediately due and payable, and the provisions of Clause 4.4 regarding automatic withdrawal shall apply.

4.6 Late Payment

Unless an alternative interest provision is included in a separate agreement between the Parents and the School, simple interest may be charged on overdue amounts as provided in Clause 4.4.

4.7 Poor Fee Payment Record

Parents with a poor or unsatisfactory record of fee payment may, at the sole discretion of the Head of School, be required to pre-pay the subsequent academic year's fees in a single lump sum.

Clause 5: Termination of Agreement

5.1 Agreement Validity and Termination

These Terms and Conditions shall remain in full force and effect until the student completes their studies (i.e., graduates from any ISA Wuhan school) or this agreement is terminated for another material reason. This agreement shall automatically renew for the subsequent academic year unless either party initiates termination. This agreement shall terminate upon the student's graduation (Grade 12) or upon notice given by either party in accordance with Clause 5.3.

5.2 Academic and Behavioural Standards for Continued Enrolment

Upon enrolment, a student is expected to continue their studies subject to continuously meeting the School's academic and behavioural standards. The School assesses each student's academic progress and readiness for progression to the next grade annually. The School reserves the right not to promote a student who fails to meet the requisite standards. The provisions of Clauses 1.2, 1.3, and 1.5 apply equally to progression decisions.

5.3 Termination Initiated by Parents/Guardians (Withdrawal Procedure)

Subject to the provisions of these Terms and Conditions, Parents/Guardians may terminate this agreement at any time by formally withdrawing the student. Withdrawal constitutes termination of enrolment. In such circumstances, all outstanding annual fees and optional service fees for the current semester must be paid in full. The withdrawal procedure is detailed in Clause 6. Any remaining outstanding amounts must be settled within four (4) weeks of the School issuing the final invoice. **If Parents/Guardians cease sending the student to School without completing the formal withdrawal procedure (including unauthorised continuous absence exceeding 10 working days), this shall be deemed an unauthorised withdrawal, and the full semester's fees shall be payable, and the refund rules in Clause 7.1 shall not apply.**

Clause 6: Withdrawal

6.1 Formal Withdrawal Procedure

A student's withdrawal from the School shall require the submission of a written application using the Withdrawal Application Form and the completion of departure procedures with the relevant departments, including the academic divisions, the library, the cafeteria, and the Head of Divisions. The School's Finance Department shall initiate the account settlement procedure based on the date of approval by the Head of Divisions as indicated on the Withdrawal Application Form.

6.2 Withdrawal Initiated by the School

The School reserves the right to require a student to withdraw in the following circumstances:

1. The School determines that it can no longer meet the student's educational needs.
2. The student's conduct is detrimental to the good order, discipline, or reputation of

the School.

3. The student or Parents withhold from the School information regarding health, education, or behaviour relevant to the student's satisfactory completion of their education at the School, or the Parents/Guardians persistently breach these Terms and Conditions, including but not limited to non-payment of fees, refusal to comply with reasonable requests from the School, or harassment, threats, or unreasonable treatment of staff members.

6.3 Requirement for Exit Interview

Upon receipt of a withdrawal notice from a family, the family must conduct an exit interview with the Head of School (or Head of Section). This interview aims to discuss outstanding obligations, student progress, and necessary documentation.

6.4 Withdrawal at the End of the Academic Year

Unless formal notice is received, the School assumes the student will continue to be enrolled for the subsequent academic year. Parents/Guardians intending to withdraw a student at the end of the academic year must submit the Withdrawal Application Form at least four (4) weeks prior to the last day of the second semester. Parents may formally request an exemption from this notice period due to reasons such as job relocation or repatriation; the granting of any such exemption is at the School's discretion.

6.5 Mid-Year Withdrawal

Parents/Guardians intending to withdraw a student during the academic year must submit the Withdrawal Application Form at least four (4) weeks prior to the intended date of departure. Requests for exemption from the notice period due to job relocation, expatriate assignment, or financial hardship may be considered, with approval at the sole discretion of the School.

6.6 Withdrawal Notice Given During Holidays

Any withdrawal notice submitted during a School holiday period shall be deemed received on the first teaching day of the following semester.

6.7 Steps for Withdrawal

6.7.1 Parents/Guardians should notify the Divisional Head, Admissions Office, and Homeroom Teacher as early as possible, and no later than four (4) weeks prior to the intended departure date, to facilitate preparation of departure records.

6.7.2 The Withdrawal Application Form must be completed at the Admissions Office to initiate the departure and account settlement process.

6.7.3 The Admissions Office will coordinate the collection of required documents and notify relevant departments (including Head of School, Head of Divisions (Principal), Homeroom Teacher, Librarian, Operations, and Finance). **Parents/Guardians will be informed of any unreturned items, outstanding charges, or fines. Until all obligations**

are fulfilled, the School reserves the right to apply the relevant provisions of Clause 4.4 to withhold any information, examination results, letters of recommendation, or property.

Clause 7: Refund Policy

7.1 Tuition Fee Refund

In the event of a student's withdrawal initiated by the Parents/Guardians, tuition fees will be refunded in accordance with the School's prevailing withdrawal and refund policy standards.

7.2 Refund under Force Majeure

In the event of a Force Majeure event as described in Clause 8, which prevents the School from providing in-person instruction, the School will provide alternative teaching methods (such as online instruction). In such circumstances, no fees will be reduced or refunded, and Parents/Guardians shall not be entitled to terminate this agreement on this basis.

7.3 In the event of any conflict between this Clause and any separate refund policy issued by the School, the separately issued policy shall prevail.

Clause 8: Force Majeure

8.1 A Force Majeure event means any event beyond the reasonable control of the School, including but not limited to extreme weather, fire, flood, strike, epidemic, pandemic, government-mandated closure, and other similar unforeseeable circumstances, **but does not apply to the ability to pay fees.** No School fees will be refunded for loss of teaching days resulting from a Force Majeure event.

8.2 If the School is closed for an extended period, the School will use reasonable endeavours to maintain teaching through alternative means (such as online learning). Parents/Guardians acknowledge that **online instruction is a legitimate component of and valid alternative method for delivering the teaching services contemplated by this agreement. Tuition fees shall not be reduced, refunded, or deferred during such period. Parents/Guardians may not refuse payment of subsequent tuition fees on this basis.**

Clause 9: Insurance

9.1 The School maintains third-party liability insurance for students. This insurance covers the School's legal liability for personal injury and related economic loss caused by students during school activities, subject to the policy terms.

9.2 The School's insurance does not cover personal medical expenses, accidental injury, or loss of/damage to personal property. Parents/Guardians are strongly advised to arrange separate accident and health insurance for more comprehensive cover.

Clause 10: Limitation of Liability

10.1 Except in the following circumstances, the School shall not be liable for personal injury, loss, or damage suffered by the student, Parents/Guardians, or any other person:

10.1.1 Incidents occurring outside the School gates or campus (including roads, pavements, car parks), regardless of whether staff are present or directing traffic.

10.1.2 Incidents occurring on school buses or during educational trips, unless expressly provided otherwise in the School Bus and Trips Policy.

10.1.3 Injury or loss occurring within the School gates or on campus, unless such injury or loss occurs during a School-supervised activity and is directly and solely attributable to the negligence or breach of duty of the School or its employees. "School-supervised activity" means any activity during official school hours or organised extracurricular activities that is led by the School and supervised by staff.

10.2 The School shall not be liable for injury or incidents arising from:

1. The student's own health issues (including undisclosed mental health conditions) or breach of school rules;
2. Accidents occurring outside of school hours or during activities not organised by the School;
3. Loss of or damage to the student's personal property;
4. Delays or issues related to student pickup and drop-off caused by traffic congestion, weather, force majeure, or third parties.

10.3 Parents/Guardians acknowledge that activities such as sports and games carry inherent risks, even when reasonable precautions have been taken.

10.4 Parents/Guardians shall indemnify the School against any damage or loss caused by their child (whether intentionally or negligently).

10.5 The School shall not be liable for incidents involving a student arising from the family's failure to disclose relevant medical or mental health conditions. Concealing such information at the time of application may lead to immediate re-review of the student's enrolment status by the School.

10.6 The School's total liability to a student or parent shall not exceed the total amount of fees paid by the student. However, nothing in these Terms and Conditions excludes or limits the School's liability for death or personal injury caused by its negligence.

Clause 11: Media and Image Use

11.1 By enrolling a student and paying school fees, parents or legal guardians agree that the School may collect and use student photographs and/or videos solely for educational and school-operational purposes, including official class or parent WeChat groups, newsletters, annual reports, official publications, and documents required by authorities, in compliance with applicable laws on the protection of minors and personal information.

11.2 Such materials are for private educational communication only and must not be shared, reposted, or published by parents or third parties without the School's written consent. The School shall not be liable for misuse resulting from unauthorized distribution.

11.3 Parents or guardians may request to restrict or withdraw consent for future use by written notice.

11.4 The School does not guarantee the removal of photographs/videos that were used prior to the submission of an opt-out request.

Clause 12: Dispute Resolution

12.1 This agreement shall be governed by the laws of the People's Republic of China.

12.2 Any dispute arising out of or in connection with this agreement shall first be submitted to friendly consultations between the parties for resolution. If no resolution is reached through consultation, either party may submit the dispute to the Wuhan Arbitration Commission for arbitration in accordance with its arbitration rules in effect at the time of application. The arbitration award shall be final and binding upon both parties.

12.3 During the period of arbitration, both parties shall continue to perform their obligations under the other provisions of this agreement, except for the matter in dispute. The student shall continue to attend school normally, and fees shall continue to be paid normally.

Clause 13: Language

These Terms and Conditions are written in both Chinese and English. In the event of any inconsistency between the Chinese and English versions, the English version shall prevail.

Parent/Guardian Acknowledgement Page

We hereby confirm and agree:

1. We are aware and agree that, as part of the admission process, the School may administer academic or diagnostic tests to the student.
2. We authorize ISA Wuhan International School to contact the student's previous schools to obtain relevant information for the purpose of assessing this application.
3. We confirm that ISA Wuhan International School is entitled to securely store all information submitted with this application in accordance with its data protection policy. Personal data will only be used for educational and administrative purposes and will not be disclosed to third parties without consent, except as required by law.
4. We acknowledge and understand that Student wellbeing and pastoral support, including access to school counselling, are integral parts of the International School's educational provision. Where individual or ongoing counselling beyond routine pastoral support is identified, the school will engage in discussion with parents/guardians and obtain informed consent as appropriate.

5. We confirm that we have read, understood, and accept all of the ISA Wuhan International School Terms and Conditions of Enrolment, in particular the provisions of Clause 4.4 (Late Payment) and Clause 5.3 (Unauthorised Withdrawal).

6. If this form is signed or submitted by only one Parent/Guardian, that signatory represents and warrants that they have full and irrevocable authority to make decisions, communicate, give instructions, and take action on behalf of the other Parent/Guardian. Unless expressly required by law, the School is not obliged to obtain the consent of both Parents/Guardians.

7. I consent to ISA Wuhan International School photographing or recording the image or likeness of my child during activities on and off campus, and for such materials to be used for School marketing and branding purposes (including but not limited to brochures, social media, and promotional materials). If I do not consent, I undertake to inform the School by requesting and completing a Media Use Opt-Out Form from the Admissions Office.

Operative Clause

For new students, these Terms and Conditions shall become effective from the date on which the Parents/Guardians accept the offer of admission and pay in full the amounts specified on the first invoice.

Student Name (Please Print): _____ Grade: _____

Student Signature (Applicable only if student is over 18 years old): _____

Guardian Signature (Please Print): _____

Guardian Signature: _____

Date: _____