



学生入学须知

Important Information for New Students

(非常重要，请任课老师和新生认真阅读)

(Please read carefully)

第一部分：留学生管理

1.遵守中华人民共和国各项法律法规，不从事学习目的以外的活动。若因违法或违规受到中华人民共和国处罚，所缴一切费用一律不退。

Please obey the laws and regulations of the People's Republic of China and do not attend any activity which is not relevant to study purpose. If you can not continue your study due to you break the laws or regulations, we will not refund any of your money.

2.通过 BICC 办理签证的学生，一律不能工作，包括兼职、实习以及所有获得报酬的工作等。一经发现，BICC 有权立即上报出入境管理大队，对其进行缩签或取消签证处理，所缴一切费用一律不退。

If you want BICC to provide student visa for you, you need to obey to the Chinese law and make sure not to work or to do any paid activity. If you don't obey, BICC will report it to the Exit- Entry Management Division and will not refund any of your money.

3.签证到期之前需按规定办理延期。需要办理延签的学生必须提前三十天提供相关申请材料并支付相关政府费。由于学生延迟提交材料所产生的后果由学生承担。

Please hand in your application materials at least 30 days before your visa expires and pay for another visa application fee. You will be held fully responsible for any delay.

4.需要延期学习的学生须重新办理延期签证并支付相关政府费。办理的签证有效期=学习期限+5 天，一次性缴纳一学期（24 周）学费的学生，签证有效期为 25 周。一次性缴纳一学年（44 周）学费的学生，签证有效期为 48 周,最多不超过 333 天。

The dates for which your student visa will be valid are based on how long your study period will be. For short-term students, valid date = study period + 5 days. If you study for one semester, valid date = 24 weeks +1week. If you study for one year, valid date = 44 weeks + 4weeks , longest visa duration will be 333 days.

5.学生入学第一天需要学生签署入学须知、安全责任书并交留招办管理人员存档。学生必须在入驻北京的 24 小时内前往住宿辖区公安局派出所办理住宿登记，并将住宿登记复印件交由学校存档。

On your first day of school, you need to fill out the Application Form, sign the Legal Compliance and Safety Responsibility Agreement and

hand them in to your teacher. You must also go to the local police station within 24 hours of your arrival to get a temporary residence registration form and give a copy to your teacher.

6. 我院办理签证的学生必须购买留学生保险；2019年8月1号后实行新的收费标准，即400元/半年，800元/年。具体条款请仔细阅读《平安养老保险股份有限公司来华人员综合保险保障计划》。

You are required to buy insurance for international students in China if you want to apply for a student visa. The price is RMB 400/6 months, RMB 800/year. For specific information, please read carefully the *Comprehensive Insurance & Protection Scheme for Foreigners Staying in China*.

7. 学生在本期二分之一课时完成前提出退学的，学校按照已完成课时的比例扣除相应学费，其余部分全部退还。在本期二分之一课时完成后学生提出退学的，学校不再退还学费。（见《北京市民办学校退费指导意见》第六条）

If you apply for a refund before half of your study ends, we will return a corresponding amount (deducting the tuition for lessons you have finished) to you. After this time, no refund will be made. (*Clause 6 of Guidance on Refund for Private Schools in Beijing*)

8. 学校于每年不定期进行安全宣讲，请同学们务必参加。

There are periodic safety lectures conducted by the school throughout the year, so please make sure that students attend them. Be sure to attend it!

9. 请同学们保持教室整洁，不要随手乱扔垃圾。

Please keep the classroom clean and tidy. Do not litter.

10. 学校每年不定期举行汉语文化体验活动。请入学后下载微信并进入留学生管理群，想参加的同学请在微信群中报名。

The school organizes periodic Cultural experience activities every year. Please download the WeChat and enter the WeChat group for international students after enrolment, and students who need to participate should register in the WeChat group.

11. 请学生在入学后一周内完成缴费手续，学生在缴费成功后方可进班上课。逾期未缴费者，学校有权暂停其上课资格。

Please complete the payment procedures within one week after enrollment. Students will not be admitted to the class until the payment has been successfully made. Those who fail to pay within the stipulated time will be entitled to have their class attendance suspended by the school.

12. 如需开具发票，请在缴费之日起 30 天内完成开票手续，逾期将不予办理。

If require invoice, please complete the invoicing procedures within 30 days

from the date of payment.

第二部分：教务管理

1. 请学生在入学时候告知留管老师联系方式，包括手机号码、信箱或其他有效联系方式。

Please give your contact information (cell phone number, email account, etc.) to your administrator teacher in your enrollment.

2. 新生入学第一周内可以申请调班，学院根据实际情况做出调整。

You can apply to change classes within the first week. We will make the adjustments accordingly.

3. 学费不包括教材费，学生需另行购买教材。在我院购买教材的学生，如需调班更换教材，在教材无污损且不影响使用，可予更换。在更换前请提前联系留管老师。

The cost of books is not included in the tuition. If you have bought the books from us and need to change your class during the first week, you can exchange the books with us on condition that the books are free of pen marks and look new. Please contact the management supervisor in advance before changing.

4. 学生须按时上课，不旷课，不迟到，不早退。

You are required to attend classes on time. Do not skip classes; do not leave early.

5. 学生上课期间有事外出，要至少提前一天向任课教师请假并提交请假条，否则视为旷课处理。

To ask for leave, please provide a written application for leave in advance at least one day before. Otherwise it will be regarded as absence from class.

6. 既定班课上课时间不可调换。购买班级课程的学生如遇中国法定节假日，按照中国政府的放假规定放假且不补课。班级课学生若因自身原因请假，所请课时一律不补。

The schedule for group class is fixed, if the students ask for leave they can not have make-up lessons.

7. 购买一对一课程的学生若需补课，补课课时算入总课时内。如取消课程需提前一天告知留管老师。如未按规定提前请假而影响任课老师授课安排的，学校将按具体情况扣除相应课时。原则上，所报一对一课时应在一学年内完成，过期将不予以保留课时。

For one on one class, the student will have make-up lessons if he/she asks for leave. The number of make-up lessons will be counted into the total number of lessons. If you want to cancel the lesson, you must inform the management teacher one day in advance.

8. 课程签到表是记录学生出勤记录的重要资料，请同学们每次课后签字。对旷课一次的学生予以警告处分，累计旷课超过总课时数的十分之一的

或连续旷课超过三次的学生，学院予以开除学籍处分。

Your attendance rate is based on the attendance record sheet for each class, so you should sign your name on the attendance record sheet in every class.

A warning will be given if a student is absent once. If you skip class three times in a row or your attendance rate falls below 90%, you will be expelled automatically.

9. 其他未尽事宜将以书面形式通知。

For matters unmentioned herein, you will be informed with written notice.

本人完全理解上述所有条款，并保证遵守。

I completely understand all the items above and affirm that I will comply with them.

本责任书一式两份，供学校和学生本人保存。

This agreement is signed in duplicate; each party (BICC and foreign student) retains one.

学生本人签字：

Student Signature:

签字时间： 年 月 日

Date:

担保人签字：

Guarantor signature:

签字时间： 年 月 日

Date:

北京国际汉语研修学院 (盖章)

Beijing International Chinese College

年 月 日

Date: