



Shanghai Hong Qiao International School
Shanghai Rainbow Bridge International School
上海虹橋國際外籍人員子女學校



Hampton Roads Academy
美国汉普顿学院(上海分校)
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HQIS 校车申请表 HQIS School Bus Application Form

学生姓名 Student's Name: _____ 年级 Grade Level: _____

半天班 Half-Day 全天班 Full-Day

家庭住址 Home Address: _____

家长联系电话 Parents Contact Phone: _____

家长邮件 Parents Email: _____

申请的校车服务为 I would like to apply for the: 来回校车 Round-Way School Bus service

早上接送 One-Way to School Bus service(AM)

下午接送 One-Way from School Bus service(PM)

放学后校车到站时，谁负责接学生？ When the school bus arrives at the bus stop, who will pick up your child? 姓名 Name _____ 手机 Mobile _____

期望开始时间 Desired Bus Start Date: _____

我们将通过邮件确认函通知您校车的具体安排情况，以及开始乘坐日期。

If school bus service can be arranged, a confirmation will be emailed to you with the final approved bus start date and details.

如果您的孩子是在校生，请将您填写完整的校车申请表电邮至 busservice@hqis.org 或把原件交至注册部。

If your child is a current student, please email us by busservice@hqis.org or hand in this completed form to the Admissions Office.

在此我确认已查阅及同意 HQIS 校车服务规定，并且会负责确保在使用校车前付清校车费。

I have read and hereby agree with the HQIS School Bus Service Policy. I will ensure payment of the school bus fee before using the school bus service.

家长姓名 Parents Name: _____

日期 Date: _____



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HQIS 校车服务规定 HQIS School Bus Service Policy

我们仅为在校学生提供校车服务，校车服务的宗旨是确保学生每天能够安全，准时到校上课。

We provide school bus service for HQIS students only, to ensure the students get to school safely and punctually.

1. 先登记再安排。若非现有站点，学校无法在学期中途提供校车服务，且无法确保能够安排校车。

Early registration will get early arrangement. If the stop is not on our current school bus route list, we're not able to arrange it in the middle of the semester, and we can't guarantee it.

2. 在一个学年中，学校尽量保持固定的校车路线和校车接送时间。在学期中途入校新生需要校车服务时，新站点的增加应以不影响原有学生乘坐校车的时间为前提，且该路线有空位时方可安排。新生需服从校车路线的安排。学校保留改变校车路线的权利。

In a school academic year, we will try our best not to change the bus routes or schedule. When students apply for the School Bus Service during the school semester, new applications can only be accepted if a pickup/drop off point can be set up within an existing bus route, and only if seats are available. The school reserves the right to make changes to the existing bus routes from time to time in order to accommodate these students.

3. 为了保证学生准时到校，请您提醒孩子准时上车。考虑到车上其他学生需准时上课，校车不返回接个别迟到的幼儿。

Please remind your child(ren) to be punctual at their bus stop. To be fair to other students, school buses will not return to pick up late students.

4. 如遇不可抗力，或当校车发生故障造成校车延误时，我们会立刻通知家长。

If there are unexpected delays, or the bus breaks down on the way, we will contact parents immediately.

5. 如果家庭住址有任何变动，请至少提前两周以书面方式通知学校。学年中变更乘车地点的规则同本规定第2条。

For changes of home address, parents are requested to notify the school in writing at least two weeks in advance. Article 2 of the policy is applicable to this situation.

6. 为了确保全体校车学生的安全，家长如需当日自己到校接不乘坐校车的学生，请务必在下午 2:00 前通过电话/邮件等方式通知校车部或者提前一天通知。学生不可以更换校车。

For safety purposes, parents are requested to inform the School Bus Department by phone/email no later than 2:00 PM(or on the previous day) if they need to pick up their child(ren) from the school on



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a particular day. Students are never allowed to take a different school bus which is not the assigned one.

7. 校车只为年满两岁及两岁以上的本校学生服务，非本校学生任何时间都不允许乘坐本校校车。根据政府规定，除了我校跟车老师以外，车上不得搭乘家长或看护人。

The School Bus service is only available for our school students who are 3 ? years old and above. No other students are permitted to take our school buses at any times. Government regulations stipulate that parents and caregivers are NOT allowed to travel on the school bus, with the exception of our school bus teachers.

8. 我校将在收到您的校车服务申请后着手安排，全额付款后方可乘坐校车。我校也将尽全力提供校车服务，但若由于校车满座或路线难以安排等原因而导致无法提供校车服务的，我们将尽早通知您。

School Bus Department will arrange the bus route after receiving your Application Form. School bus service can only be started after settlement of full payment. We will try our best to accommodate all requests. In some rare cases, such as unavailable seating or bus route access, bus service cannot be provided. We will notify you as early as possible on this case.

9. 如家长对校车服务有任何意见或建议，或是对您的孩子乘坐校车有特别的安排，请勿直接向跟车老师/司机提出要求或者通过跟车老师/司机传递信息，家长应直接与校车部联系。

Please do not pass information or requests through the bus teacher or the bus driver. Please contact the School Bus Department directly for any feedback or any special arrangement.

10. 为了行车安全，学生必须全程系好座位上的安全带，不得打开窗户，将头，手伸出窗外。学生不可在车上叫喊，吵闹，丢掷物品；不可吃喝食品饮料，乱扔垃圾。

For safety reasons, seat belts must be fastened at all times. Under normal circumstances, all windows must be closed and students are not allowed to stick hands, head or any part of the body out of the windows. Please do not shout, quarrel or throw objects while the bus is in motion. Eating or drinking is prohibited on school buses.

11. 学生乘坐校车必须尊重校车司机和跟车老师，听从司机和校车老师的劝导；不允许在车上写字或画画，也不允许手持坚硬物品，避免受伤或伤害别人。

Students should show respect and always listen to the driver and bus teacher. Students are not allowed to write or draw, or hold any hard stuff on the school bus, in order to prevent any hurt to himself/herself or others.

12. 如果学生在校车上表现不佳，或者违反校车规定，跟车老师会将情况报告给学校校车部，由班级老师进行教育并通知家长。如果学生的行为严重影响到他人安全，学生将会在一段时间内禁止乘坐校车。

If a student is misbehaving or not following the rules on the bus, the bus teacher will inform the School Bus Department. The class teacher will talk to the student and the parents will be informed. If the behavior is serious,



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which affects the safety of others, the student may be asked to stop taking the bus for a period of time or even indefinitely.

HQIS School Bus Refund Policy 虹桥国际校车退费政策

1. 校车服务部将于开学前两周给您发送邮件，通知校车具体接送时间和地点。邮件发送后，如果您对站点和时间不满意，五个工作日内可免费取消校车，将不扣除任何费用；若超过五个工作日，需要取消校车服务的，则将扣除 700 元的行政服务费。

School Bus Service Department will send out the school bus schedule and location information two weeks before school starts. If you were to cancel the school bus due to personal reasons, the cancellation is free of charge within 5 days upon the delivery of this email. If you were to cancel the school bus beyond the 5-day period, there will be a 700RMB deduction from the bus fees applied to the refund.

2. 在学期中主动取消校车服务，则需要在已使用的校车费之外再扣除 700RMB 的行政服务费用，未使用的校车费我们将按天数退还。

If you were to refund the school bus service during the semester, there will be a 700RMB deduction on top of the bus fees where the service was used.

3. 如果您取消校车服务,可以选择把剩余的校车费用作为挂账，将不扣除任何行政费用。

No deduction will be applied if the remaining fees were to be saved to the student account for other payment.

4. 您需要注意的是任何的退款需要 45 个工作日才能完成，并且费用将原途径退还。

Refunds will be transferred to the party making the payment within 45 working days.

HQIS School Bus Payment Description HQIS 校车费用说明

The school bus fees are to be paid by semester, and the services will take place once the payment is received.

校车费用是按学期支付的，采用先付费，后提供服务的方式。

Semester School Bus Fee	
One-Way	Round-Way
RMB 4050	RMB 8100



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Payment Information

1	Cash (in RMB only) paid to the cashier in the Admissions Office.
2	<p>Bank transfer</p> <p>RMB-人民币账号 Beneficiary: 上海虹桥国际外籍人员子女学校 Account Number: 693762624 (RMB人民币账号) Name of bank: China Minsheng Bank, Shanghai Branch, Chang Ning Sub-branch 中国民生银行上海市长宁支行 Address of bank: 1115 DingXi Road, Shanghai, China 中国上海市定西路1115号</p> <p>USD-美金账号 Beneficiary: Shanghai Rainbow Bridge International School 上海虹桥国际外籍人员子女学校 Account Number: 31014510000220000077 (USD美金账号) Name of bank: China Construction Bank, Shanghai Branch, Yang Pu Sub-branch 中国建设银行上海市杨浦支行 Address of bank: 1288 Chang Yang Road, Shanghai, China 中国上海市长阳路1288号 Swift Code: PCBCCNBJSHX</p>

Once you make the payment, please forward a copy of your bank remittance to the Admissions Office finance@hqis.org with your child's English name (if applicable) attached as proof of completion of payment.