



## Registration, Fees & Conditions from August 2023

### Registration

Students may register for and join classes at any time during the first 2 terms of the school year subject to space being available. New students will be accepted in the final term only in exceptional circumstances. Class Fees will be charged from the date of the first class that the student attends, all other fees will be charged in full as if the student had attended the whole term in which the student started.

Children are normally accepted into Playgroup Classes around the time of their 3rd birthday, with the provision that they are toilet-trained.

The sizes of all classes are normally limited to 12 children, however, in exceptional circumstances these maximum sizes may be changed. Waiting lists for over-subscribed classes will be created.

To register for a class, please contact the **ESP** Business Manager – [info@esp-bern.ch](mailto:info@esp-bern.ch)

### Fees

The **ESP** is a not-for-profit association. All income is used for teaching materials, staff costs and for renting the premises. There are 3 terms per school year: the autumn term runs from August – December, the winter term from January – April and the spring term from April – July.

Fees are invoiced at the beginning of each term at the following rates:

Annual membership fee (August – July)	Fr 15.00
Initial non-refundable registration fee per student	Fr 50.00
Morning Playgroup Class fee per session	Fr 38.00
Afternoon Playgroup Class fee per session	Fr 32.00
Reading and Writing Class fee per session	Fr 35.00
Examination Course fee per session	Fr 35.00
Private Class fee per 45/60/90-minute session	Fr 67.50/79.00/118.00
Adult Private Class fee per 60/90/120-minute session	Fr 87.00/130.00/166.00

Child Private Distance Learning Class fee per 45/60/90-minute session	Fr 67.50/79.00/118.00
Adult Private Distance Learning Class fee per 60-minute session	Fr 87.00
*Supplies fee per term for up to 2 non-exam classes a week	Fr 30.00
Supplies fee per term if 3 or more non-exam classes attended each week	Fr 40.00
Distance Learning licence fee per term	Fr 40.00
** Distance Learning Supplies fee per term	Fr 0.00
Additional fee for course materials for examination courses per term	Fr 10.00 – 100.00
Younger Learner examination fees – set by Cambridge Examination Centres	Fr 115.00 – 140.00
Examination fees - set by Cambridge Examination Centres	Fr 245.00 – 430.00

\* This fee can be higher depending on the actual cost of supplies being used.

\*\* Any student course books used in the classes will normally be ordered and paid for by the student, if the **ESP** orders course books for the student then a supplies cost will be added to the bill.

We reserve the right to increase the fee for non-private classes if a class has fewer than 5 students.

Days that **ESP** is closed, e.g. for public holidays, are not charged.

## General Information and Conditions

All new students, once allocated a place, will be asked to pay a non-refundable Registration Fee of Fr 50.00 to secure their registration.

Children are normally accepted into Playgroup classes around the time of their 3rd birthday, with the provision that they are out of nappies/diapers during the day.

Parents must inform **ESP** of any medical or special educational needs for their child at the time of registration.

If termly fees are paid after the due date, parents will be charged a late payment fee of Fr 20.00 per reminder.

The **ESP** reserves the right to increase fees during a school year subject to the increases being approved by the **ESP** Committee.

All **ESP** students must be fully insured against accidents and third-party liability.

After an initial trial period of 2 weeks, **students may only withdraw at the end of a term.** Notice of a student's withdrawal from the **ESP** must be given to the Business Manager in writing at least a month in advance of the start of the next term. Failure to do so will make the parent liable for an additional one month's fees in lieu of notice. Children who leave during a term are liable for all fees until the end of the term in which they have left.

A snack and a drink are provided during each class. Please do not give your children any other food. One exception is that birthday children are welcome to bring in a cake to celebrate their special day.

Please provide slippers for your children to wear in the classrooms. Painting overalls are supplied by the **ESP**.

Please leave personal toys at home.

Please ensure children arrive on time for the class. Late arrivals disrupt the class. Please ensure children are picked up promptly. Parents who habitually pick up their children late are subject to a minimum late fee of Fr 30.00 per late pick-up. Please inform your child's teacher if a child is allowed to go home alone.

Parents are liable for any damage done by their child to the **ESP**'s property or possessions. The charge will be a minimum of Fr 10.00 up to the full cost of any repairs necessary.

Parents who have requested "No photographs on the website" are responsible for ensuring that their children are not included in photographs taken at **ESP** parties.

The **ESP** reserves the right to ask any student who is in an inappropriate class to either move to a more appropriate class or to leave the **ESP**. A request that the student should withdraw from the **ESP** will only occur after all attempts to resolve the problem, including discussion with the student's parents/guardians have failed to provide a satisfactory solution. If the term's fees have already been paid prior to leaving the **ESP**, then a refund will be made by the **ESP** Business Manager for all classes after the leaving date.

The **ESP** reserves the right to ask any student who continually disrupts a class to withdraw from the **ESP**. Expulsion will only occur after full discussion with the student's parents. If the term's fees have already been paid prior to expulsion, then a refund will be made by the **ESP** Business Manager for all classes after the expulsion date.

In the case of absence of longer than two continuous weeks in the same term due to illness or accident, a refund of class fees paid will be made on specific written request to the **ESP** Business Manager. Any request for a refund of fees must be accompanied by a doctor's certificate confirming the illness or accident. No refunds will be made for Membership, Registration & Supplies Fees.

In the case of absence of three continuous weeks (outside of school holidays) or more of classes missed in the same term due to a vacation, a refund of class fees paid will be made on specific written request at least one month in advance of departure to the **ESP** Business Manager. If a refund is requested, there will be no guarantee that the child's place in the **ESP** will remain after the vacation. No refunds will be made for Membership, Registration or Supplies Fees.