



Registration, Fees & Conditions from August 2018

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

Fees

The **ESP** is a non-profit making association. All income is used for teaching materials, staff costs and for renting the premises.

There are 3 terms per school year.

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 35.00
Afternoon Playgroup class fee per session	Fr 29.00
Reading and writing class fee per session	Fr 32.00
EFL Morning Playgroup class fee per session	Fr 35.00
EFL Afternoon Playgroup class fee per session	Fr 29.00
EFL Reading and writing class fee per session	Fr 32.00
Examination course fee per session	Fr 32.00
Adult private class fee per 60/90/120 minute session	Fr 80.00/120.00/155.00

Private class fee per 45/60 minute session	Fr 62.00/72.00
Supplies and resources fee per term for up to 2 classes a week	Fr 20.00
Supplies and resources fee per class and term if 3 or more classes attended each week	Fr 10.00
Additional fee for course materials for examination courses per term	Fr 10.00 – 60.00
Younger Learner test fees – set by Cambridge ESOL Basel	Fr 110.00 – 130.00
Examination fees - set by Cambridge ESOL Bern	Fr 230.00 – 420.00

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

General Information and Conditions

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

If termly fees are paid after the given 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.

A place in an **ESP** class is reserved until the end of the school year. Students may withdraw from a class at **the end of each term** as long as at least 1 month's notice of withdrawal is given in writing to the **ESP** Business Manager. Children who leave during a term are liable for all fees until the end of the term in which they have left. The only exception to this is that a student may withdraw from a class within the first 2 weeks of tuition. The student will then only be charged for the Registration, Resources Fees as well as the actual classes attended. If a member withdraws from the association, the Membership Fee will not be refunded.

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 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 and if a child is to go home alone, please inform the teacher of this.

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

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 on photographs taken at our summer and winter 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 parents of the student, have taken place. 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 the class to withdraw from the **ESP**. Expulsion will only occur after all attempts to resolve the problem, including discussion with the parents of the student, have taken place. 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 2 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 or Resources & Supplies Fees.

In the case of absence of three continuous weeks 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 Resources & Supplies Fees.

Families with 2 full fee-paying children attending the **ESP** will be eligible for reduced fees for all further children. The fees will be reduced by 50% **for one class only** per 3rd and subsequent children. The lowest cost class(es) will be the ones charged at 50%. There will be no discount on the Membership, Registration or Resources & Supplies Fees payable. The reduced fees will be calculated automatically by the **ESP** Business Manager and need not be requested by the parents.