



Registration August 2019

Places in classes are allocated on a “first-come-first-served basis” with existing pupils initially having priority registration. If necessary, waiting lists for classes will be created.

Personalised registration forms for **existing students** are sent out with the invoices for the spring term and registrations of existing students for August 2019 will only be accepted on these personalised registration forms. After receiving the registration form, please discuss with your child’s teacher about your requirements for the coming year. Existing students will have priority registration until Friday, 7 June 2019. After this date all classes will be filled on the basis of when the registration form was received by the **ESP** regardless of whether the child is an existing pupil of the **ESP** or not.

New Students should come to one of our Assessment Days to talk to the teachers and to ensure that we find the best class for each student. Registrations from new students are not confirmed until a non-refundable deposit has been paid. You can request registration and enrolment forms by e-mail to info@esp-bern.ch. All places are allocated in date order of initial receipt of the registration and enrolment forms.

Assessment Days

Teaching staff will be present at the **ESP** on Mondays 29 April, 6, 13, 20 & 27 May from 15.45 - 18.15, and on Saturdays 27 April & 25 May, from 11.30 - 13.00. An advance appointment is necessary - please telephone the **ESP** - 031 332 9292 - or e-mail info@esp-bern.ch to arrange a suitable time.

Fees 2019-2020

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 lasts 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 36.00
Afternoon Playgroup Class fee per session	Fr 30.00
Reading and Writing Class fee per session	Fr 33.00
EFL Morning Playgroup Class fee per session	Fr 36.00
EFL Afternoon Playgroup Class fee per session	Fr 30.00
EFL Reading and Writing Class fee per session	Fr 33.00
Examination Course fee per session	Fr 33.00
Private Class fee per 45/60 minute session	Fr 64.00/75.00
Adult Private Class fee per 60/90/120 minute session	Fr 83.00/124.00/160.00
Supplies and resources fee per term for up to 2 non-exam classes a week	Fr 20.00



Supplies and resources fee per class and term if 3 or more non-exam classes attended each week	Fr 10.00
Additional fee for course materials for examination courses per term	Fr 10.00 - 100.00
Young Learner Examination fees (Set by Cambridge ESOL Basel)	Fr 110.00 - 130.00
Examination fees (Set by Cambridge ESOL Bern)	Fr 230.00 - 420.00

We reserve the right to increase the fee if a class has fewer than 5 pupils.

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

Terms & Conditions

All new students, once allocated a space, 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 toilet-trained.

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 given due date, parents will be charged a late payment fee of Fr 20.00 per reminder.

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.

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 parents to withdraw any child who continually disrupts a group.

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

Please provide slippers for your child to wear in the classrooms.