



Registration August 2019

Places in classes are allocated on a first-come-first-served basis. If necessary, waiting lists for classes will be created.

Please contact the **ESP** by e-mail to info@esp-bern.ch for any queries and further information regarding registration for the coming school year including advice on suitable classes. All places are allocated in date order of receipt of the registration form.

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
Morning EFL Playgroup class fee per session	Fr 36.00
Afternoon EFL 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 45/60 minutes Adult Private Class 60/90 minutes	Fr 64.00/75.00 Fr 83.00/124.00
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
Examination fees (Set by the Cambridge Examination Centres)	Fr 110.00 - 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. The **ESP** will charge a fee of Fr 20.00 for late payments.

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.