

ASC Language Courses 2024-2025

General Conditions of Registration and Student Rules

SUBJECT MATTER AND SCOPE

This policy sets out the general conditions for enrollment in courses and the rights and obligations of students of the Institute of Learning and Teaching (hereinafter “the Institute”). Students must read and comply with the regulations. The following provisions shall apply in all the premises of the International School of Geneva.

REGISTRATIONS

Registration and payments are only made on the Institute’s website (www.ecolint-institute.ch) via a secure form. Registration is effective upon receipt of payment, provided that there is an available seat and a sufficient number of registrations to open the course. Registration is considered final as soon as a confirmation of course opening is sent by the Institute. Registration is for the duration of the course.

Registration is closed 3 weeks before the start of the course (see section “Course and service provider”). However, a course registration is accepted until the end of January, provided that the appropriate course is available.

PAYMENT, FEES AND DISCOUNTS

Courses must be paid in full before the start of the course, at the time of online registration. Only payment by credit or debit card is accepted, in full (no split payment). Online payment is an integral part of registration and validates the registration process.

The prices in force (discounts included) are those indicated on the Institute’s website. Courses started along the way are entirely due.

ADMISSION

Only registered students are admitted to classes.

COURSE CONFIRMATION

The Institute reserves the right not to open courses that would have an insufficient number of registrations.

A group course given throughout the school year is confirmed with a minimum of 4 participants. The maximum in a group is 8 participants.

However, it is possible to open a course with fewer than 4 participants (“private course or small group”). In this case, the duration of the courses is determined according to the criteria below:

- 1 participant: 6 lessons
- 2 participants: 12 lessons
- 3 participants: 18 lessons

PRICE RESILIATION BY THE STUDENT

For any termination announced at the latest before the 3rd lesson, 100% of the registration amount will be refunded. After this period of 2 lessons followed, no retrocession will be carried out, except in case of force majeure.

CANCELLATION OF COURSES BY THE INSTITUTE

The Institute may at any time decide to close a course or training, for insufficient staff or other reasons. This closure entails the full reimbursement of the school fees. No compensation for damage or interest is payable in case of course cancellation.

COURSE DELIVERY AND SERVICE PROVIDER

Group classes begin the first week of November and end at the end of May.

Private or small group courses begin by agreement with the Institute and end according to the criteria defined in the section "Course confirmation".

The duration of a lesson can be: 45 min / 60 min / 75 min depending on group or private course.

The Institute does not offer courses during the summer break. However, it is possible to contact ASC Languages directly, with registration and payment directly to them.

Mandated by the Institute, ASC Languages (contact: ecolint@asc-language.ch) ensures all stages of language training of French and English courses offered to employees and parents of Ecolint students on the 3 sites of the International School of Geneva (La Grande Boissière, Nations and La Châtaigneraie):

- personal assessment of each participant;
- formation of groups;
- organisation and monitoring of courses;
- report and certificate of completion.

An initial evaluation conducted by ASC Languages pedagogical team allows to define the level and the specific needs of each participant in order to form homogeneous groups and to customize the course program. This assessment includes a written test and a personal oral interview.

During the first weeks of classes, the teacher may decide a change of level in the interest of the participants.

RULES OF USE

So that the courses take place in an atmosphere that allows everyone to work in the best conditions, here are some rules of use:

- Participants are asked to arrive on time.
- Regular participation is essential. Any absence must be notified to the professor no later than 48 hours before the day of the course, except in case of force majeure.
- Drinks and food are not allowed in the classroom.
- The various means of communication such as mobile phones, pagers, etc. must be switched off in the classrooms (including vibrator).

ATTESTATIONS

An end-of-training certificate stating the course dates and level achieved for the four CEFR language skills (oral and written comprehension, oral and written expression) is established for each participant.

These General Conditions of Registration cancel and replace all previous provisions. Entry into force: July 3, 2024.