

ASC - After School Clubs

Rules & Regulations

Application procedure

Registration can be made for one or both semesters in the school year. A priority phase for Semester 2 is granted to children already in the club. This does not apply between school years, and a new application is required for subsequent years.

1st priority for Semester 2 is given to children enrolled in Semester 1. Spaces are limited and depend on the club. Spaces are allocated on a first come, first served basis (additional planning is required for Violin and Piano classes). Sign up is for 1 full semester unless otherwise stated on the individual club flier.

A confirmation of enrolment will be sent to you via email. Tandem ASCs are open to internal and external children.

Club Fees

The fees are payable in two parts per semester. Payment terms 30 days net.

Absences

Teacher absence: A lesson can be cancelled twice per semester without reimbursement and alternative care will be offered. A reduction of the fees or a replacement lesson will be offered for additional absences.

Child absence: A reimbursement will be offered for more than two consecutive absences due to illness during the semester and with a doctor's note.

Withdrawal policy

Registration can be cancelled without any charge if done up to a month prior to the start date. This must be completed in writing. If this cancellation period is not observed, the ASC fees for an entire semester are owed.

Club locations

The club locations are listed in the club description.

Cancellation policy

A minimum number of enrolments per club are required, and may vary depending on club. If a satisfactory level of enrollments is not reached, Tandem IMS may cancel any club and/or modify any information.

Insurance

Tandem IMS does not accept responsibility for any personal injury nor the loss of/damage to property.

Time

Children should be dropped off on time for the start of the activities and collected at the designated time and place at the end of the day. No care service is provided before and/or after the course.

Send enrolment to: Tandem IMS, Seefeldstrasse 111, 8008 Zürich eca@tandem-ims.ch

20 March 2017

Enrolment Form

Course No/Title: _____

Course No/Title: _____

Course No/Title: _____

Course No/Title: _____

Course No/Title: _____

Course No/Title: _____

Child's Full Name: _____

Date of Birth: _____

Mother's name: _____

Father's name: _____

Address/PLZ/Ort: _____

Telephone: _____

E-mail: _____

Date / Signature: _____

With my signature I herewith enroll my child for the above written club(s) and agree to the terms stipulated in the rules & regulations.

For School Use Only

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Space Confirmed: Yes No Date: _____ Child's Class : _____

Other Information: _____

Billing Information: _____