

# Terms and Conditions for Edexcel Access Arrangements , Hull's School

with Foundations for Learning (FFL)

FFL is an educational consultancy and shared services provider offering assessments for exam accommodations in Edexcel examinations for students at Hull's School. The assessments are carried out in accordance with the Edexcel guidelines.

## Art. 1 PURPOSE OF AGREEMENT

- 1.The purpose of this agreement is, on the part of FFL, to understand and support the named client by assessing the needs of the client through the assessments required by Edexcel.
- 2.To support the assessment process it is the responsibility of the parents, to provide the assessors with any previous assessment reports and school reports.
3. It is essential that parents honour the financial agreement/contract.

## Art. 2 SCOPE, DURATION AND CLOSURE

1. The date and time of the assessment will be arranged with the student and the school.
- 2.The assessment process is designed to meet the guidelines outlined by Edexcel.
- 3.During the assessment the psychologist carrying out the assessment may uncover indications of academic difficulties and suggest strategies for support during examinations.

**This should not however be regarded as a formal diagnosis of learning difficulty but only a determination of whether your son or daughter qualifies for extra examination support under Edexcel guidelines.**

**It is important to note that the final decision concerning Access arrangements lies solely with the Edexcel examination board.**

- 4.Results will initially be shared with parents and the student.
5. All relevant paperwork for exam accommodations will then be shared with the Examination Officer at Hull's School.

### Art. 3 COSTS, PAYMENT OF FEES, BILLING

1. For students with a pre-existing ADHD diagnosis the process fee is CHF 400. For all other students the process fee is CHF 800.
2. Fees must be paid directly to Foundations for Learning.
3. An invoice will be sent when the assessment procedure is completed.
4. All assessment fees are due within 10 days from the date of the invoice.

### Art. 4 CANCELLATION OF ORDERED HOURS

1. All efforts should be made to inform FFL of cancellations with as much notice as possible.
2. If an assessment appointment is missed with no prior information or explanation given, a charge of 20% will be levied.

### Art. 5 INSURANCE USED TO COVER THE COSTS OF WORK UNDERTAKEN BY FOUNDATIONS FOR LEARNING.

1. It is the obligation of the bill-payer to check whether work undertaken by Foundations for Learning is covered by their insurance policies before commencing at Foundations for Learning (if they wish to have insurance coverage).
2. In cases where insurance does not cover the costs, the bill-payer is liable to pay the full amount of hours rendered by Foundations for Learning.
3. Swiss health insurance very rarely covers the costs of practitioners at Foundations for Learning.

### Art. 6 CONFIDENTIALITY AND REPORTING

1. FFL and its practitioner uphold the strictest confidentiality.

### Art. 7 MISCELLANEOUS

1. Any amendment or addition to this Agreement, as well as its mutual partly or total annulment, shall be valid only if executed in writing. This also applies to the amendment, addition or annulment of this particular provision.
2. All disputes arising out of or in connection with this Agreement, including disputes on its conclusion, binding effect, amendments and termination, shall be exclusively decided by the competent courts at the registered seat of FFL.