

COGNITIVE ASSESSMENTS

Conditions of Agreement / Contract with Foundations for Learning (FFL)

FFL is an educational consultancy and shared services provider offering a wide range of assessments to students and adults. Assessment packages are created on an individual basis for each student and the cost depends on the type of assessment package needed. FFL's goal is to provide highly specialised educational assessments through a network of clinical and educational psychologists in partnership with a learning support specialist. FFL works with parents and teachers on a consultative basis, providing assessment, management plans, advice, and training and teaching solutions to individuals and groups within the education community.

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 a battery of assessments which will be outlined to the parents, the student (if this is thought to be age-appropriate) before testing begins.
2. To support the assessment process it is the responsibility of the Parents, to provide the assessors with any previous assessment reports, school reports or information from teachers that will give insight into the student's learning strengths and challenges.
3. It is essential that parents support the assessment process through engaging with meetings with FFL consultants and that they honour the financial agreement/contract.

Art. 2 ACCEPTANCE PROCESS

1. The acceptance process may vary from one applicant to another.
2. An FFL practitioner may want to have a telephone consultation with parents prior to starting the assessment to ascertain if their child would benefit from assessment at FFL by understanding what are the presenting areas of the child. Permission may also be sought to contact different people working with the child such as teachers or tutors.
3. The final decision concerning the acceptance of a client for an assessment rests with the FFL assessment team. If it is felt that the Foundation is not the appropriate organisation to carry out the assessment, the reason(s) for the decision will be conveyed to the parents and the school (if required).

Art. 3 ADMISSION, SCOPE, DURATION AND CLOSURE

1. The dates and times of the assessment will be arranged in conjunction with the parents (and school if the appointments take place there).
2. The assessment process is designed to help determine (where appropriate)-
 - a. A future program of support for the student, based on the results of the assessment. This support may be educational, psychological, or social.
 - b. The eligibility of the student for any external exam accommodations.
 - c. A better understanding of the child's learning profile
3. Results will initially be shared with parents and the student.
 - a. Only when parents have given permission will the report be shared with the student's teachers and any other outside agencies.
 - b. This information is given through a detailed report.

Art. 4 COSTS, PAYMENT OF FEES, BILLING

1. The charge of the assessment depends on the assessment package needed and will be communicated to the parent and agreed upon before the assessment is undertaken.
2. During the assessment process either of the examiners may be of the opinion that additional assessments, beyond those agreed upon, may be required. This will be discussed with the Parents. The FFL team will carry out no additional testing without written consent from the parent.
3. An initial payment of 50% of the Fee is required before assessment commences.
4. Final payment is required before release of report to parents.
5. All assessment fees are due within 10 days from the date of the invoice.

Art. 5 CANCELLATION OF ORDERED HOURS

1. All efforts should be made to inform FFL of cancellation with as much notice as possible.
2. If an assessment appointment is missed with no prior information or explanation given, a charge of CHF 450 will be levied.
3. If an assessment appointment is cancelled and not rebooked a charge of CHF 450 will be levied.
4. If the assessment process is terminated prior to completion by either assessor or client, the hours worked will be charged at the practitioner/s standard hourly rate.

Art. 6 INSURANCE AND LIABILITY FOR DAMAGE

1. FFL will NOT provide any insurance coverage for the client, particularly not health, accident, or third party liability insurance coverage.
2. Parents confirm to have their own health, accident and liability insurance for a child
3. Damage caused to people or property by the Client on his/her way to or at the premises of FFL, is the sole and full liability of the client (and/or parents/ guardians where a child is the named client).
4. FFL will not accept any liability in the case of theft to the disadvantage of the Client

Art. 7 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. 8 CONFIDENTIALITY AND REPORTING

1. FFL and its practitioners uphold the strictest confidentiality. The limits of confidentiality will be -
 - a. No information gained during the assessment or in the report itself may be shared with any other party without the parent's / guardian's written permission.
 - b. In order for the client to benefit from the expertise and perspectives of a range of specialists, FFL may discuss cases with specialised third party professionals who work with FFL in order to ensure optimum services to the client. However, this will not be done without the approval of the client/ parents.
 - c. All counsellors/psychologists receive clinical supervision where cases may be discussed with an external counsellor/psychologist anonymously. This is considered "good practice" for all psychologists and is to ensure the best support for the client.

Art. 9 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. This Agreement shall be exclusively governed and construed by the laws of Switzerland (without reference to its conflict of law provisions).
3. 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.
4. When work is online the same conditions & costs apply.
5. FFL recommends that children be given a suitable space for online work i.e. quiet, private and with good internet connection.