

Q&A for New and Existing Parents

The English Institute

Key Dates for 2025-2026

- **Show of interest:** New parents of new students can express interest at any time during the year by selecting the academic year they are interested in (e.g. 2025-2026). Depending on the course of entry, students may be invited to a screening and/or placement test. Existing parents who wish to enrol a new child in the Institute must also use the Form of Interest.
<https://theenglishinstitute.ac.cy/form-of-interest/>
- **Moving towards registration:** Once the assessment for the course of entry is complete, the Heads of Section will approve the student for entry. From this point, parents will receive instructions on registering for the course in which they initially expressed interest.
- **Registrations for new students start on Monday, 17th March 2025.**
- **Placement Tests:**
 - 28th March 2025 (15:30)
 - 18th June 2025 (16:30)
- **Registration of existing students opens Monday, 17th March 2025 and ends 4th June 2025. The registration fee should be paid by the 6th of June 2025.**
- **Payments for the registration fee or placement test:**
 - JCC Smart | Businesses | The English Institute
<https://www.jccsmart.com/businesses/26057091>
 - Registration Fees:
<https://www.jccsmart.com/businesses/26057091/pay/11191>
 - Placement Test Fees:
<https://www.jccsmart.com/businesses/26057091/pay/11199>
- **Classes begin:** Week of 8th September 2025

General Information

Q1: What programmes does The English Institute offer?

A: We offer a variety of programmes, including:

- **Mainstream English (STEP 1-10):** English as an Additional Language for students aged 6–18
- **Native Speakers (NS):** For English-speaking students aged 5–12
- **Prep Classes:** Preparation for entry into private English secondary schools (Year 5 and Year 6)
- **IELTS Academic:** For students preparing for the IELTS exam to study at any English Language University abroad (subject to demand)

Q2: What is the registration process for new parents?

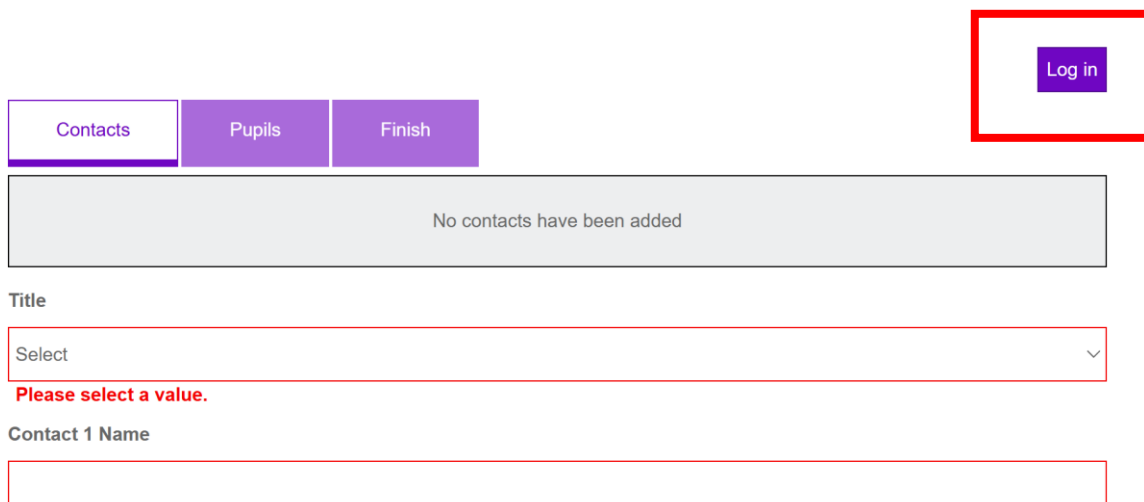
A: The process is as follows:

1. **Initial Enquiry:** Parents call or visit the Institute to inquire about courses.
2. **Form of Interest:** Parents complete the online 'Form of Interest' on our website:
<https://theenglishinstitute.ac.cy/form-of-interest/>
3. **Screening/Placement:** Depending on the program and level, students may need to undergo a screening or placement test. NS screenings are free. Placement tests are EUR30.00. The fee will then be deducted from the student's account if he/she is accepted and registers at the Institute.
4. **Confirmation & Payment:** Parents receive confirmation of placement and complete their child's registration by paying the €100 deposit.
5. **Finalisation:** Once payment is made, the student is officially enrolled, and parents receive a Student Contract and timetable.

Q3: What is the registration process for existing parents?

a) For Existing Parents wanting to register a new child:

1. Follow the '[Forms of Interest link](#)'
2. Click the Log In button at the top right of the screen.



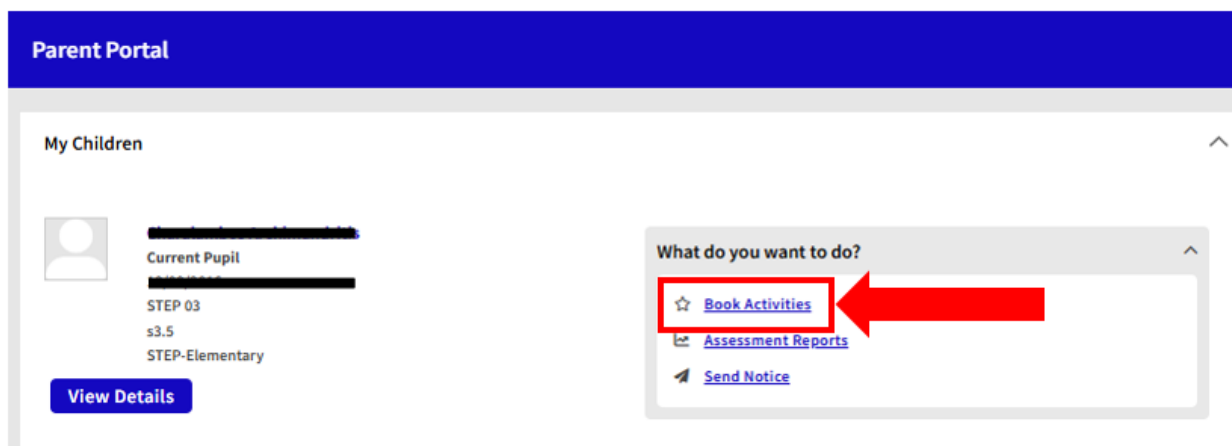
3. If you cannot enter the system with your existing passwords you will need to reset your passwords, steps follow below.
4. Click Reset Password.
5. Enter your primary email address (the one Institute has on record for you)
6. An email will be sent to you containing a Reset Password link.
7. Click the link in the email and create a password.
8. Once created click the Log In button at the top right of the screen again, enter your email address and your newly created password.
9. Click Log In

For Existing Parents wanting to register an existing child/ren to our programme next year.

A: Existing parents can re-enrol their children by:

1. **Logging into the Engage Parent Portal:** <https://instituteportal.englishschool.ac.cy/>

Select preferred class times/days (subject to availability)



2. **Confirmation:** The Institute administrator reviews and confirms the placement.
3. **Payment:** Parents proceed with payment to secure their child's place.

Q4: I followed the steps and found the Booking Activities, but I could not find the course I want to register my child for.

A: Please email Mr. Kevin Kasparides (KKA) at kevin.kasparides@englishschool.ac.cy or Ms. Elena Michaelides (EMI) at elena.michaelides@englishschool.ac.cy, outlining the issue. They will assist you in ensuring that you can register your child.

Q5: One of my children already attends the institute. I would like to enrol another child. What should I do?

A4: Existing parents who wish to enrol a new child must complete a *Form of Interest* as outlined above. Once submitted, you will receive further details on the next steps in the enrolment process.

Q6: I received a confirmation email stating: *Activity Runs From: 31/03/2025 To 02/06/2025, Recurring Weekly*. Why is this shown?

A: The email only displays the *Registration Period* rather than the actual duration of the course.

Q7: I would like to change my child's programme, for example, from the Native Speakers Programme to a Mainstream or Prep class. How can I do this?

A: During the registration process, you can update the relevant 'activity' link with the preferred dates and times for the programme you would like your child to attend. Please note that some classes, such as PREP English Y6 entry, will require your child to take a placement test. The cost of the placement test is €30.00.

Fees and Payments

Q8: What are the fees for the programs?

A: Fees vary depending on the programme and level. For example:

Mainstream English		Native English Language Programme		Preparing Students for Private English Secondary Schools	
STEP Programme	2025-2026	STEP Programme	2025-2026	PREP Programme	2025-2026
Level	Fee (€)	Level	Fee (€)	Fee (€)	
STEP 1	300	NSP	300	Prep Y5 Language	900
STEP 2	400	NS1	800	Prep Y5 Maths	900
STEP 3	800	NS2	800	Prep Y6 Language	800
STEP 4 (Cambridge Movers)	800	NS3	800	Prep Y6 Maths	800
STEP 5 (Cambridge Flyers)	800	NS4	800	<i>Languages offered: English, Turkish, Greek</i>	
STEP 6 (Cambridge KET)	800	NS5	800		
STEP 7 (Cambridge PET)	800	NS6	800		
STEP 8 (Pre-Cambridge FCE)	800	IELTS Programme			
STEP 9 (Cambridge FCE)	850				
STEP 10 (Cambridge IGCSE/Second Language)	850				
		IELTS	400		

Q9: Are there any discounts available?

A: Yes, we offer the following discounts:

- **Sibling Discounts:** €100 discount for the second sibling, 50% discount for the third and subsequent siblings
- **Prep Class Discount:** €50 discount for each Prep class attended by students enrolled in Mainstream or Native Speaker classes
- **Referral Discount:** €25 discount for each new student referred by an existing parent
Note: Only one discount can be applied per family.

Q10: What payment methods are accepted?

A: We accept JCC Smart payments, Bank transfers, credit/debit cards, and cash payments.

Details follow below:

1. Online Payment via JCC Smart

- [JCC Smart - The English Institute](#)
- [Registration Fee Payment](#)

2. Bank Transfer

Bank of Cyprus

- **Account Number:** 357010548654
- **Account Name:** The English School Board of Management
- **IBAN:** CY29002001950000357010548654
- **BIC:** BCYPCY2N

Hellenic Bank

- **Account Number:** 1151061606900
- **Account Name:** The English School Board of Management
- **IBAN:** CY86005001150001151061606900
- **BIC:** HEBACY2N

3. In-Person Payment

Payments can also be made **in cash or by card** at the Institute Office, Monday to Friday, between **12:00 p.m. – 6:00 p.m.**

Screening and Placement Tests

Q11: Which programmes require a screening or placement test?

A:

- **Native Speakers (NS):** Screening interview for new students
- **STEP 3-10:** Placement test required
- **Year 6 Prep English:** Placement test required
- **IELTS Academic:** No placement test, but a minimum of 4 students is required to form a class

Q12: What is the cost of the placement test?

A: The placement test costs €30, which will be deducted from the student's account if they are accepted and registered at the institute.

Q13: How do I schedule a placement test?

A: Parents will receive an invitation email with the date, time, and location of the test. Payment instructions will also be provided.

Re-enrolment for Existing Parents

Q14: When does re-enrolment for existing parents open?

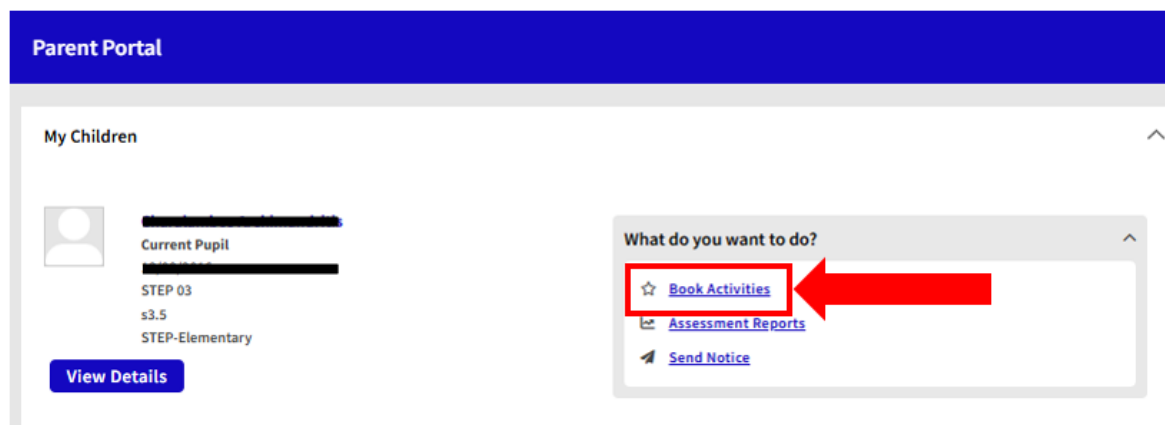
A: Re-enrolment opens on **Monday, 17th March 2025**. Parents can log into the Engage Parent Portal to select class times and confirm their child's place.

Q15: How do I access the Engage Parent Portal?

A:

1. Visit <https://instituteportal.englishschool.ac.cy/>
2. Log in using your registered email address and password
3. If you've forgotten your password, click "Reset Password" and follow the instructions

Select preferred class times/days (subject to availability)



Q16: What if I miss the re-enrolment deadline?

A: Late registrations may be accepted, but class availability will be limited. We encourage parents to complete re-enrolment by the deadline to secure their preferred class times.

Important Policies

Q17: Are fees refundable?

A: No, fees or any portion thereof are non-refundable.

Q18: What happens if I miss a payment instalment?

A: Failure to make timely payments may result in consequences, such as withholding progress reports or the inability to register for external exams. In extreme cases, it may lead to the termination of enrolment.

Support and Contact Information

Q19: Who can I contact for assistance?

A:

- **Engage Technical Support:** Mr Kevin Kasparides (KKA) kevin.kasparides@englishschool.ac.cy
- **Administrator:** Ms Helen Sphikas Institute.Office@englishschool.ac.cy
- **Heads of Section:**
 - NS: Ms Kirsten Papaioannou Kirsten.Papaioannou@englishschool.ac.cy
 - STEP 1-6: Ms Katerina Ralli Katerina.Ralli@englishschool.ac.cy
 - STEP 7-10: Ms Xanthi Kollitsis Xanthi.Kollitsis@englishschool.ac.cy



- PREP English: Ms Xanthi Kollitsis Xanthi.Kollitsis@englishschool.ac.cy
- PREP Greek/Turkish and Maths: Ms Kirsten Papaioannou
Kirsten.Papaioannou@englishschool.ac.cy

Q20: Where can I find more information?

A: Visit our website: <https://theenglishinstitute.ac.cy/>

We look forward to a motivating, rewarding and successful new school year!

