**Sign-up & Enrollement for Virtual Workshops 2022**

**Virtual Workshops** of the **PEP/PYP, PAI/MYP y DP** programs, Categories 1, 2 y 3 will take place May 16-18, 2022, and there will be an Introductory Session on Friday, May 13 for all participants, at a time to be confirmed.

**GENERAL INFORMATION:**

1. **2022 Workshops**



1. **TOTAL COST OF THE WORKSHOPS:**

**304,000** Chilean Pesosfor each participant from member schools, members of ACHBI and other institutions by agreement – US$380 for foreign participants.

**320,000** Chilean Pesosfor each participants from school not affiliated with ACHBI - US$400 for foreign participants.

 Payment for the workshops may be done by bank transfer or via deposit to the following account:

 Name: Asociación Chilena del Bachillerato Internacional

RUT: 65.629.810-3

Banco: BICE - Sucursal La Dehesa

N° de cuenta en pesos chilenos: 14-74059-7

N° de cuenta en dólares: 013-14-00311-6

Credit cards may be used via Transbank.

1. For this event, “franquicia SENCE” will not be used. ACHBI will Invoice schools for each participant and the schools should make the transfer and/or deposit as indicated in Point 2 above, either in pesos for Chilean schools or in dollars for foreign schools.
2. Once the transfer or payment is made, please send a copy of the receipt or bank transfer notification, clearly indicating the sender, to the following email address: karla@achbi.cl.
3. Foreign registrants should deposit a **total** de **US$400** en dollars to ACHBI’s account, adding the amount for any fees or taxes that may apply.
4. ACHBI will provide an Invoice or a receipt showing the payment made in accordance with Chilean law. **The payment receipt will be donminated in Chilean Pesos** and the description field shown the corresponding dollar amount. Foreign schools are requested to submit the following details for invoicing purposes: official name of the institution, address, school registration number (if any) and request any other documentation they may need for their school or country for accounting purposes.
5. The final date for enrollment will be April 29, 2022.
6. Following enrollment, any changes in workshops should be discussed and coordinated in advance with Karla Frauenberg.
7. In the event that a program or course is not delivered due to reasons attributable to ACHBI and/or IB, a full and immediate refund will be processed for amounts paid or transferred to ACHBI’s account.
8. If any registrants enrolled in a workshop decide not to participate for personal reasons or circumstances, not imputed to the institutionn, no funds paid will be returned except in extraordinary cases, **to be determined on their merits by ACHBI.** Not participatiing in the workshop is not considered of sufficient merit in and of itself for a refund.
9. Unless a minimum of 12 participants enroll for any given workshop, that workshop may be canceled. Timely notification in such cases will be provided along with the corresponding full refund.
10. The Friday before the start of the workshops there will be a required introductory session for participants to become famililiar with the online platforms. We will send reminders and an invitation.
11. **PARTICIPANT REQUIREMENTS**:
	1. Access to a computer, laptop, or tablet with an internal or external camera and microphone (the use of cell phones will not be allowed).
	2. A good high-speed internet connection.
	3. Adequate workspace free of extrraneous noise for the synchronous sessions.
	4. **A Gmail account**
	5. Each participant will be able to access the workshops from only one device.
	6. Sessions may not be recorded.

Thank you for your interest in these workshops. Any other additional information will be provided by email.

Sincerely,

Karla Frauenberg D.

Executive Director