



Student Information Please type or print clearly in block capitals

Last name					Please attach a recent photo of the applicant
First name	Middle name		Sex M/F		
Place and Date of Birth place		day	month	year	
Nationality		Religion (optional)			
Proposed Date of Entry		Entering Grade Level			

Admission Procedures

The school operates a non-selective open admissions policy, and applicants will be accepted for admission unless there is reason to believe that this would not be in the best interest of the applicant or the school. ISBerne welcomes applications from students who have demonstrated academic and social skills, a sound character, reliability and an eagerness to learn. Therefore, in the first instance, admission to the International School of Berne is based upon:

- the potential of the applicant to benefit from the educational services provided; and
- the capacity of the school to meet the educational needs of the applicant.

To evaluate a student's application, we must receive the following documents:

- A copy of the child's passport.
- A completed, signed Application Form together with a photograph of the student.
- The signed Financial Regulations.
- School records for **two** (Elementary) or **three** (Secondary) previous years. Where applicable, this could be in the form of a complete official transcript or report cards.
- Copies of any available standardised test results.
- Reference form(s) as appropriate. (We supply reference forms).

In addition,

- A personal interview is requested, and all G6–10 applicants will be asked to take entrance tests in English and Mathematics.

The following limitation applies:

ISBerne does not normally admit students to **Grade 12** unless they are transferring from an International Baccalaureate school and can demonstrate reasonable compatibility between courses undertaken at their previous school, and ISBerne's IBDP programme.

All admissions are subject to availability, and students may be wait-listed should their designated grade-level be full.

Final decision on admission requires the approval of the Director.

How did your family learn about ISBerne?

<input type="checkbox"/> Employer	<input type="checkbox"/> Friends	<input type="checkbox"/> ISBerne Alumni	<input type="checkbox"/> Relocation Service
<input type="checkbox"/> Advertising	<input type="checkbox"/> Website	<input type="checkbox"/> Current School	<input type="checkbox"/> International School Directory

Other

For Office Use Only				
	Financial Regulations	Application Fee	School Records	References
Submitted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Section Coordinator	SEN	Accounts	Approved – Director
Reviewed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Date Application in	<input type="text"/>			



School History

Present School

Name of School

School Address

Phone Number

Present Grade/Class

Leaving Date

Previous Schools

School

Address

Final Grade/Class

Enrolment Date

Leaving Date

In order to better address your child's needs ...

Has your child attended school regularly?

Yes

No

Not Applicable

If 'No' please explain

Has your child participated in any of the following programmes?

A. Gifted/Advanced Learner

Yes

No

Not Applicable

If 'Yes' please give details and/or attach further information.

B. Special English or English as a Second/Foreign Language Instruction

Yes

No

Not Applicable

If 'Yes' please give details and/or attach further information.

C. Extra Support Teaching

Yes

No

Not Applicable

If 'Yes' in which subjects, and when?

Has your child been referred for any educational testing? Yes

No

If 'Yes' please give details and attach reports and/or test results.

Has your child ever had need for psychological counselling? Yes

No

If 'Yes' please give details and attach reports.

Has your child ever been asked to leave a previous school? Yes

No

If 'Yes' please give details.

Has your child taken any standardised tests or external (non-school) examinations? Yes

No

Not Applicable

If 'Yes' please attach test results.

Does your child have any serious health problems (e.g. allergies, epilepsy) that the school should be aware of? If 'Yes', please attach details including symptoms, and any necessary emergency procedures. Yes

No

Please list your child's extra-curricular interests, or any other information that you would like to submit in support of this application. (Attach separate sheets if you wish)

Languages

Language(s) spoken at home

Language of instruction at previous school (if applicable)

Language spoken most fluently by your child

Student's Knowledge of Other Languages (please X as appropriate)

	Fluent	Good	Satisfactory	Minimal
English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
German	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
French	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Others:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Others:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

For children entering into the Elementary School please indicate your choice of Modern Foreign Language

German

French

Parent and Family Information

Student's Last Name	First name	Sex M/F
Father/Guardian		Mother/Guardian
Last name	Last name	
First name	First name	
Nationality	Nationality	
Personal E-Mail	Personal E-Mail	
Present Contact Details	Contact Details in Switzerland (please update after arrival if necessary)	
Address	Address	
Phone	Phone	
Fax	Fax	
Personal Mobile Father	Personal Mobile Father	
Personal Mobile Mother	Personal Mobile Mother	
Valid until	Valid from	
Please indicate with whom the applicant will be living while attending ISBerne:		
<input type="checkbox"/> Both parents in same home <input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Guardian* <input type="checkbox"/> Step-parent <input type="checkbox"/> Other*		
* Please give details:		
Sibling: Name	Sex M/F	Date of birth
Sibling: Name	Sex M/F	Date of birth
Sibling: Name	Sex M/F	Date of birth

School publications

The mailing addresses and home telephone numbers of ISBerne families will be published in the ISBerne School Directory, unless the office is advised that the information is confidential.

Do you authorise the use of his/her photos taken during the school year for school publications, DVDs, web site and any other promotional material? yes no

Employer / Company Information

Father's/Guardian's Business Affiliation

Mother's/Guardian's Business Affiliation

Title/Position

Title/Position

Company name in CH

Company name in CH

Parent company if different

Parent company if different

Address

Address

Phone

Phone

Fax

Fax

E-Mail

E-Mail

Does your employer cover school expenses (if yes please specify):

yes

no

Tuition

All obligatory expenses

All expenses (incl. non-obligatory)

School meals

Philanthropy

In order to provide for the advancement of ISBerne, we are continually looking for philanthropic sources of funding. Does your company or institution have a foundation offering grants?

Yes

No

If 'Yes' please specify.

Does your company or institution have a matching donation programme?

Yes

No

Correspondence

Please send all correspondence to:

Both parents in same home

Father/Guardian

Mother/Guardian

Step-parent

Other (please specify)

Please send invoices to:

Both parents in same home

Father/Guardian

Mother/Guardian

Step-parent

Father/Guardian business address

Mother/Guardian business address

Other (please specify)

Declaration

I confirm that I have read the International School of Berne Financial Regulations and understand both the conditions for the payment of fees and the required notice period to be given to the school in writing should I wish to withdraw my child from ISBerne. I further confirm that all the information submitted in the process of this application is, to the best of my knowledge, accurate. I understand that inaccurate or incomplete disclosures about the applicant may result in the applicant losing his/her place at the school.

Father's/Guardian's Signature

Mother's/Guardian's Signature

Date

Date

If your employer is responsible for payment of school fees, a company representative must also sign this form (below).

Company name

Invoice address

Name of responsible person

Position

Signature

Date

Company Stamp/Seal

Parent information (please complete one form per family only)

ISBerne would like to support new families by promoting the social integration of spouses. We kindly ask you to answer the following questions to give us a better idea on your interests and needs.

Father / Guardian

Mother /Guardian

Last name

Last name

First name

First name

Nationality

Nationality

Religion (optional)

Religion (optional)

Name(s) of children

Professional background

Professional background

Areas of expertise

Areas of expertise

What you are most interested in

Music/Choir

Art

Sports

Theatre

History

Literature

Swiss Culture

Intercultural exchange

Other

Are you interested in Further Education Courses for adults (Languages, Art, Fitness)?

Yes

No

If 'Yes' please see our Further Education programme at www.isberne.ch or contact us for more details.

Our Parent Teacher Committee is always looking for people who would like to get involved. Would you consider:

joining the Parent Teacher Committee

serving as a Room Parent

helping with lunch programme

Other

Would you like to get in touch with another ISBerne family for advice about life in Switzerland?

Yes

No

If 'Yes' please give phone number or e-mail address where you can be contacted:

The Board of Directors is looking for people who would be willing to share their expertise in the fields below and who would like to take an active part in the development of the school. Please tick your fields of expertise.

Fundraising

Development

Construction (new site)

IT

Event planning

Finances

Education

Legal

Other

Would you be qualified and interested in giving courses or presentations to our students or in our adult education programme?

If 'Yes' please specify.