

# Financial Regulations 2010/11

## Instructions

Parents/guardians/employers must agree to the ISBerne Financial Regulations before enrolment. Please sign page 3 where indicated and return the form with your application for admission.

## 1. Terms and Conditions

### 1.1 Application Fee

This fee shall be paid for students from ELC to grade 12, when the student is first enrolled in the school. Upon receipt of the application for admission, ISBerne issues an invoice for the application fee and **upon receipt of the payment, the application will be processed**. This one-time non-refundable fee covers the administrative costs of processing the application.

### 1.2 Capital Fund Fee

The Capital Fund Fee is a one-time non-refundable fee per child. This fee shall be paid for students from ELC to grade 12, when the student is first enrolled in the school. The invoice for this fee will be sent with the letter confirming that the student's application for admission has been successful. **The payment of this fee guarantees the student a place in the school.** The Capital Fund Fee is for the future major development of the school.

### 1.3 Re-Enrolment Fee

This fee shall be paid for all existing students from ELC to grade 12, when the student is re-enrolled for the next academic year. Re-enrolment fees are invoiced upon receipt of the re-enrolment form. **The payment of the non-refundable annual re-enrolment fee guarantees a student's place for the next academic year.**

### 1.4 Enrolment

A student is deemed enrolled at ISBerne for **the full or remaining part of the academic year** when the school has received the signed application papers or the signed re-enrolment form as well as payments of the fees mentioned under sections 1.1. and 1.2. or 1.3. above. Should, for any reason, the application or re-enrolment not be accepted, the school will inform you in writing.

### 1.5 Tuition Fees

The tuition fee covers the majority of school materials, use of textbooks, curriculum-related mandatory school trips and activities, a major share of the Village Camp/Outdoor Education week, the 7-day skiing/skating programme, the Elementary School swimming programme, student accident insurance, yearbook, etc. For a list of activities and materials not covered by tuition fees, please refer to Section '2.5. Other Fees' under the Schedule of Fees.

## Tuition Fee Payments

Invoices for tuition fees are sent out once enrolment as mentioned under section 1.4. above has been completed. The tuition fee payment for the full school year must be paid in full two weeks prior to the start of the first term.

If the **annual** tuition fee for the 2010/2011 academic year is **paid in full by the 1<sup>st</sup> of July**, a 1.5% discount on the full amount will be granted.

If the **annual** tuition fee for the 2010/2011 academic year is **paid in full by the 2<sup>nd</sup> of August**, a 1% discount on the full amount will be granted.

If a family, company or embassy wishes to pay on a three term basis, they are to inform the school in writing when they are enrolling or re-enrolling their child(ren). A payment plan will then be set up, a signed copy of which must be returned to the school within one week after receipt of that payment plan. Three term payment plans are offered without an interest charge.

All other arrangements for payment must be negotiated with the Business Office and approved in writing by the ISBerne Director.

## All payments should be made to

Credit Suisse  
Bundesplatz 2  
CH-3011 Bern

Account Holder:	International School of Berne
Account Number:	476379-11
Clearing/Routing Number:	4835
S.W.I.F.T. Number:	CRES CH ZZ 30A
IBAN Number:	CH64 0483 5047 6379 1100 0

### 1.6 Late Payments

All late payments are subject to a penalty payment of 7% on the amount past due. Interest on the late portion of the payment begins to accrue on the date the payment is due and continues to accrue through to the date the payment is made in full. In addition, an administration charge of CHF 50.00 is added for the second and another CHF 50.00 for the third reminder and all other costs incurred in the process of obtaining payment will be added to the original invoice.

Families who have outstanding debts with the school will not receive academic reports, school transcripts or any other school records until all balances outstanding have been cleared. A student may be barred from attending school if the school accounts remain unpaid following three written reminders. Students will not be enrolled for the following school year if fees are outstanding.

### 1.7 Withdrawals

Notice of a student's withdrawal must be given to the Director, in writing, and as early as possible; as a minimum, the school must have one term's notice for the withdrawal of a student. The fees for early withdrawal will be prorated according to the following scheme:

- Students withdrawing before 31st October will be charged 50% of the annual tuition fee;
- Students withdrawing between 1st November and 31st December will be charged 65% of the annual tuition fee;
- Students withdrawing on or after 1st January will be charged the full annual tuition fee.

### 1.8 Book and Locker Deposit

The Book and Locker deposit fee of CHF 300.00 for students in Grades 6 – 12 will be carried forward to the next academic year until the student leaves ISBerne. Upon the student's departure, the deposit will be refunded minus any cost incurred replacing lost textbooks or library books, lost locker keys and the repair of any damages to lockers.

### 1.9 Insurance

Parents are required to maintain health and liability insurance for their children. The school's accident insurance policy covers children during school hours, while participating in after school activities and on school excursions (Switzerland and Europe). The personal belongings of the students are not insured by the school.

### 1.10 Cooperation Agreements

The purpose of a cooperation agreement is to allow companies and embassies to insure the availability of places at the school for their employees' children. For information on cooperation agreements please contact the ISBerne Business Office.

### 1.11 Invoice Payments

The parent/guardian(s) who signs the Financial Regulations form is responsible for all financial matters, regardless of the invoice address.

### 1.12 Force Majeure

No refund of fees will be issued in the event ISBerne is forced to close due to circumstances beyond the school's control.

### 1.13 Amendments

The school reserves the right to amend these Financial Regulations and the Schedule of Fees as deemed necessary.

### 1.14 Disputes

All disputes arising out of these Financial Regulations shall be settled by the courts of the Canton of Berne.

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## Schedule of Fees 2010-2011

### Application Fee

ELC – Grade 12 CHF 250.00 one-time fee, non-refundable

### Capital Fund Fee

ELC CHF 500.00 one-time fee, non-refundable

Kindergarten CHF 3,000.00\* one-time fee, non-refundable

KG - Grade 12 CHF 3,500.00 one-time fee, non-refundable

\*if the child was enrolled in our ELC the previous year

### Re-Enrolment Fee

ELC – Grade 12 CHF 250.00 annual fee, non-refundable

### Annual Tuition

#### ELC

5 Mornings/week CHF 8,350.00

5 Mornings + 2 Afternoons/Wk CHF 11,090.00

5 Mornings + 3 Afternoons/Wk CHF 12,460.00

5 Full Days/week CHF 15,200.00

#### Elementary

KG – Grade 1 CHF 23,270.00

Grades 2 - 5 CHF 24,190.00

#### Secondary

Grades 6 - 8 CHF 26,820.00

Grades 9 -12 CHF 30,140.00

## 2. Schedule of Fees 2010-2011

### 2.1 Application Fee

Application Fee CHF 250.00 one-time fee, non-refundable

### 2.2 Capital Fund Fee

ELC CHF 500.00 one-time fee, non-refundable  
 Kindergarten CHF 3,000.00\* one-time fee, non-refundable \*if the child was enrolled in our ELC the previous year  
 Kindergarten - Grade12 CHF 3,500.00 one-time fee, non-refundable

### 2.3 Re-Enrolment Fee

ELC – Grade 12 CHF 250.00 annual fee, non-refundable

### 2.4 Annual Tuition

<b>ELC</b>			<b>Elementary</b>	
5 Mornings/Week	CHF	8,350.00	KG – Grade 1	CHF 23,270.00
5 Mornings + 2 Afternoons/Wk	CHF	11,090.00	Grades 2 - 5	CHF 24,190.00
5 Mornings + 3 Afternoons/Wk	CHF	12,460.00		
5 Full Days/week	CHF	15,200.00	<b>Secondary</b>	
			Grades 6 - 8	CHF 26,820.00
			Grades 9 -12	CHF 30,140.00

### 2.5 Other Fees

The following fees/charges are examples of what is not included in the tuition fees above and is invoiced separately:

IB examination fees	PSAT / SSAT fees	share of Village Camp / Outdoor Education Week
Sports Trips/Tournaments	After School Activities	Ski Club
P. E. clothes	Calculators	Photos
Book & Locker deposit Gr 6 – 12: CHF 300.00	Book club	Postage of Yearbook
Optional Curriculum Enriching Trips (CAS, MUN, Language trips, etc.)		

## 3. Please sign this section below. Thank you.

### 3.1 We agree to and will comply with the terms and conditions described in these Financial Regulations.

Student(s) Name(s) \_\_\_\_\_

Mother/Guardian name \_\_\_\_\_ Signature \_\_\_\_\_

Father/Guardian name \_\_\_\_\_ Signature \_\_\_\_\_

Place \_\_\_\_\_ Date (day/month/year) \_\_\_\_\_

The employer will pay the tuition fees  yes  no

The employer will pay other fees  yes  no ; if yes, please specify

### 3.2 Company Information

Company Name \_\_\_\_\_ Contact Person \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address \_\_\_\_\_

Employer signature \_\_\_\_\_ Date (day/month/year) \_\_\_\_\_

(stamp and authorized signature)