

School Year 2016-2017

Financial Regulations

Instructions

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

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 admissions, 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 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, yearbook, etc. For a list of activities and materials not covered by tuition fees, please refer to Section '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 academic year is **paid in full by the 1st of July**, a 1.5% discount on the full amount will be granted.

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

Payment Option 65/35

If a family, company or embassy wishes to pay in two installments, 65% of the tuition fees are due two weeks prior to the start of the first term; the remaining 35% of the tuition fees are due before March 1 of the following calendar year. Please inform the school in writing when enrolling or re-enrolling your child(ren) if you wish to pay in two installments.

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

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.

All payments should be made to

Credit Suisse
Bundesplatz 2, CH-3011 Berne/Switzerland
Account Holder: International School of Berne AG
Account Number: 1833443-31-1
Clearing/Routing Number.: 4835
S.W.I.F.T. Number: CRES CH ZZ 80A
IBAN Number: CH60 0483 5183 3443 31001

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 or digital access cards and the repair of any damages to lockers.

1.9 Insurance

Parents are required to maintain health, accident and liability insurance for their children. 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 any part of the school 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.

Schedule of Fees 2016-2017

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

Capital Fund Fee

ELC	CHF	500.00
Kindergarten	CHF	3,500.00*
Kindergarten - Grade 12	CHF	4,000.00

*if the child was enrolled in our ELC the previous year
one-time fee, non-refundable

Re-Enrolment Fee

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

Annual Tuition

ELC

5 Mornings/week	CHF	8,950.00
5 Mornings + 2 Afternoons/Wk	CHF	11,885.00
5 Mornings + 3 Afternoons/Wk	CHF	13,350.00
5 Full Days/week	CHF	16,295.00

Elementary

KG – Grade 1	CHF	24,940.00
Grades 2 - 5	CHF	25,925.00

Secondary

Grades 6 - 8	CHF	29,465.00
Grades 9 -12	CHF	33,100.00

Schedule of Fees 2016-2017

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

Kindergarten - Grade12 CHF 4,000.00 one-time fee, non-refundable

2.3 Re-Enrolment Fee

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

2.4 Annual Tuition

ELC

5 Mornings/Week CHF 8,950.00

5 Mornings + 2 Afternoons/Wk CHF 11,885.00

5 Mornings + 3 Afternoons/Wk CHF 13,350.00

5 Full Days/week CHF 16,295.00

Elementary

KG – Grade 1 CHF 24,940.00

Grades 2 - 5 CHF 25,925.00

Secondary

Grades 6 - 8 CHF 29,465.00

Grades 9 -12 CHF 33,100.00

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 School Portraits

P. E. clothes After or Before School Care Calculators

Book & Locker deposit Gr 6–12: CHF 300.00

Optional Curriculum Enriching Trips (CAS, MUN, Language trips, etc.)

3. Declaration

I confirm that I have read the International School of Berne AG Financial Regulations and understand both the conditions for the payment of the fees and the required notice period to be given to the school in writing should I wish to withdraw my child from ISBerne.

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

3.1 Company Information

Company Name _____ Contact Person _____

Telephone _____ Email _____

Mailing Address _____

Employer signature _____ Date (day/month/year) _____
(stamp and authorized signature)

3.2 If you wish to make use of the 65%/35% tuition fee payment option (see section 1.4 Financial Regulations) please indicate here:

yes, please send me two bills for the tuition fee payment.