

# Application for Admission



Please attach a recent photo of the applicant (or send a digital version by email)

## Student Information Please type or print clearly in block capitals

**Last Name**

**First Name**  **Middle Name:**

**Nationality**  **Date of Birth:** day/month/year  **Sex**  M  F

**Place of Birth**

**Proposed Date of Entry:**  **Entering Grade Level**

## Admission Procedures

ISBerne welcomes applications from students who have demonstrated positive academic and social skills, a sound character, reliability and an eagerness to learn. Therefore, in the first instance, admission to ISBerne is based upon:

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

It should be noted that:

- the campus is wheelchair accessible.
- the school is not able to provide appropriate programming for students with moderate to severe learning disabilities.

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

- A completed, signed Application Form together with a photograph of the student.
- School records for three previous years (where applicable – this could be in the form of a complete official transcript or report cards)
- Copies of any available standardized test result;
- Completed confidential reference form (supplied with the application materials).
- Passport copy of student and parents.

A personal interview is held whenever possible.

The following limitations apply:

- ISBerne does not 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 DP programme.
- All admissions are subject to availability, and students may be wait-listed should their designated grade level be full.

All admissions are provisional during the first semester following the student's acceptance.

**Admissions are subject to the final decision of the Director.**

For Office Use Only				
<b>Submitted</b>	Financial Regulations <input type="checkbox"/>	Application Fee <input type="checkbox"/>	School Records <input type="checkbox"/>	References <input type="checkbox"/>
<b>Reviewed</b>	Programme Coordinator <input type="checkbox"/>	Student Services <input type="checkbox"/>	Principal <input type="checkbox"/>	<b>Approved – Director</b> <input type="checkbox"/>
<b>Date Application in</b>	<input type="text"/>		Accounts <input type="checkbox"/>	Grade Level <input type="checkbox"/>



## 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 describe.

### B. English as a Second/Foreign Language Instruction

Yes  No  Not Applicable

If 'Yes' please describe.

### 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

## Languages

**Mother tongue (first language)**

**What languages are spoken at home?**

**What was the language of instruction at the previous school?**

**Student's Knowledge of 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"/>
Other: <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**For children entering Kindergarten - Grade 10 please indicate your Foreign Language choice:**  German  French

*Students in Grades 9 and 10 may be able to study both French and German, depending on their language levels.*

## Parent and Family Information

**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

Work

Work

Mobile

Mobile

Fax

Fax

Valid until

Valid from

**Please indicate with whom the applicant will be living while attending ISBerne:**

Both parents in same home  Father  Mother  Guardian\*  Step-parent  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:

Sibling Name:

Sex: M / F

Date of birth:

**How did you hear about ISBerne?** We would greatly appreciate it if you would share with us how you found ISBerne. Please list all applicable answers. (Employer referral, colleague referral, relocation agency, internet search, advertisement, etc.) Thank you!

## 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

## 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)

## Information Management:

Once your child is attending ISBerne, you will be given a password to our Parent Portal – our main database. The above basic application information will be entered upon initial set up of your user account. Additional preference settings regarding information sharing, photography permissions, medical forms, travel permissions, etc. are also stored in the Parent Portal. It will be your responsibility to ensure that your preferences and records are accurately maintained during your child's attendance at ISBerne.

## Declaration

I confirm that I have read the International School of Berne AG 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. Once my child is in attendance, it will be my responsibility to ensure our family data is correct and current in the Parent Portal. I understand that inaccurate or incomplete disclosures about the applicant may result in the applicant losing his/her place at the school.

Father/Guardian: Date

Mother/Guardian: Date

Signature

Signature

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

# Early Learning Centre Programme Choice Form



## Information

The Early Learning Centre is run on five full days (Monday - Friday). The morning sessions are from 08:30 until 12:00 and all day sessions from 8:30 until 15:30 (14:30 on Wednesdays).

Your child must have reached the age of three before commencing and we do require all children to be 'dry'. Acceptance depends upon vacancies in the programme and a waiting list is maintained, if the programme is full.

Should you not want to start your child on a 5 full-day programme right away, you may add two or three afternoons to his/her 5 half-day programme and thus build up gradually. Children enrolled for mornings can move into the afternoon programme at any point. Once a child is enrolled in the afternoon programme it is for the remainder of the school year.

The costs for the different programmes, per term, are outlined on the ISBerne Tuition Fees Form.

If you would like to enrol your child, please complete the Application for Admission together with this form, (see following page) giving details of the programme you would like your child to join, and return them to the school office. To request a change in programme please send a letter to the school office or speak directly with Mr. Scott Jackson, School Principal.

### For Office Use Only

Submitted to the Principal (date and initials):

Reviewed by the Principal (date and initials):

Returned to office (date):



# Programme Declaration

## Student Information Please type or print clearly in block capitals as provided on the Application for Admission

Last name

First name

Middle name

I would like to enrol my child above:

Date of birth    Male  Female  for the following programme of the Early Learning Centre.  
day/month/year

Commencing on (starting date):

Day Month Year

### EARLY LEARNING CENTRE 1 (3-4 years old)

5 mornings per week

5 mornings  
with 2 afternoons  
(Tue./Thur.)

5 mornings  
with 3 afternoons  
(Mon./Wed./Fri.)

5 full days  
per week

(Please mark appropriate box.)

### EARLY LEARNING CENTRE 2 (4-5 years old)

5 mornings per week

5 mornings  
with 2 afternoons  
(Tue./Thur.)

5 mornings  
with 3 afternoons  
(Mon./Wed./Fri.)

5 full days  
per week

(Please mark appropriate box.)

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 form 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.

Parent/Guardian's Name

Signature

Date

# School Year 2020-2021

## Financial Regulations

### Instructions

Parents/guardians/employers must agree to the ISBerne AG Financial Regulations before enrolment. Please sign the Finance Form, page 5, 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. The Application Fee will be invoiced together with Capital Fund Fee and Tuition Fees. 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 is for the future major development of the school and shall be paid for students from ELC to grade 12, when the student is first enrolled in the school. The Capital Fund Fee will be invoiced together with the Application Fee and the Tuition Fees.

#### 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 together with the Tuition Fees upon receipt of the re-enrolment form.

#### 1.4 Enrolment

A student is deemed enrolled at ISBerne for the full or remaining part of the academic year when the school has processed the signed application papers or the signed re-enrolment form and issued the invoices 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, English as an additional language instruction, a certain level of learning support, Star & ISA Assessments, ISBerne-sponsored after school activities, curriculum-related mandatory school trips and activities, the Village Camp/Outdoor Education week, the skiing/skating programme, the Elementary School swimming programme, a copy of the 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.

#### 1.6 ISBerne Cafeteria

Lunches, snacks and other refreshments are not included in tuition fees. However, subscriptions to Meal Plans for the full academic year or single semesters are available at preferential rates. Please refer to the separate ISBerne Meal Plans 2019-2020 document. For detailed information on the lunch programme, please visit; <http://www.isberne.ch/en/school/cafeteria>

#### 1.7 1-to-1 Laptop Programme

Commencing in August 2017 ISBerne requires all students Grades 6 – 11 to own a MacBook laptop. This is a condition of enrollment. These laptops are not included in the tuition fees and are not the property or responsibility of the school.

For detailed information and model specifications please see <http://www.isberne.ch/en/school/admissions/laptop-initiative>

#### 1.8 Tuition Fee Payments

The tuition fee payment for the school year must be paid in full two weeks prior to the start of the first term.

- 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. The 65/35 payment option is NOT available if payment reminders had to be issued for invoices the previous year.

All other arrangements for payment must be negotiated with the Business Office and approved in writing by the Business Manager. Individual payment arrangements are not available if payment reminders had to be issued for invoices the previous year.

#### 1.9 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.

*(Continued)*

Families who have outstanding debts with the school will not receive academic reports, school transcripts or any other school records, for any enrolled children, until all balances outstanding have been cleared. All students in the family 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

**1.10 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.

**1.11 Book, Badge and Locker Deposit**

The Book, Badge 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, library books, lost or damaged badges (digital access cards for cafeteria/printing/doors) lost or damaged padlocks and the repair of any damages to lockers. Lost or damaged badges will be invoiced at CHF 15 per piece and incident.

**1.12 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.

**1.13 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.

**1.14 Invoice Payments**

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

**1.15 Force Majeure / School Closure**

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.

**1.16 Amendments**

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

**1.17 Disputes**

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

**Schedule of Fees 2020-2021**

<b>2.1 Application Fee:</b> .....	CHF 250.00	<i>one-time fee, non-refundable</i>
<b>2.2 Capital Fund Fee</b>		
ELC.....	CHF 500.00	<i>one-time fee, non-refundable</i>
Kindergarten .....	CHF 3,500.00 *	<i>one-time fee, non-refundable</i> <i>*if the child was enrolled in our ELC the previous year</i>
Kindergarten - Grade12 .....	CHF 4,000.00	<i>one-time fee, non-refundable</i>
<b>2.3 Re-Enrolment Fee:</b> .....	CHF 250.00	<i>annual fee, non-refundable</i>
<b>2.4 Annual Tuition</b>		
<b>ELC</b>		<b>Elementary</b>
5 Mornings/Week .....	CHF 13,050.00	KG – Grade 1..... CHF 27,240.00
5 Mornings + 2 Afternoons/Wk .....	CHF 15,910.00	Grades 2 - 5..... CHF 28,050.00
5 Mornings + 3 Afternoons/Wk.....	CHF 17,550.00	
5 Full Days/week .....	CHF 19,690.00	
<i>ELC fees include a daily morning snack.</i>		<b>Diploma Programme</b>
		Grades 11 - 12 ..... CHF 35,600.00



## Finance Form

*(please submit this form with your application)*

### Schedule of Fees 2020-2021

#### 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 13,050.00

5 Mornings + 2 Afternoons/Wk CHF 15,910.00

5 Mornings + 3 Afternoons/Wk CHF 17,550.00

5 Full Days/week ..... CHF 19,690.00

ELC fees include a daily morning snack.

##### Elementary

KG – Grade 1 ..... CHF 27,240.00

Grades 2 - 5 ..... CHF 28,050.00

##### Secondary

Grades 6 - 8 ... CHF 32,230.00

Grades 9 -10 .. CHF 34,980.00

##### Diploma Programme

Grades 11 - 12. CHF 35,600.00

#### 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

Book & Locker deposit Gr 6–12: CHF 300.00

Sports Trips/Tournaments

After or Before School Care

Optional Curriculum Enriching Trips

Select After School Activities

P. E. clothes\*

### 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) \_\_\_\_\_

*Please complete the form on the following page.*

- The employer will pay the tuition fees  yes  no
- The employer will pay the meal plans  yes  no
- The employer will pay other fees  yes; please specify  no
- 
- 

### 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.