

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 not 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).

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				
	Financial Regulations	Application Fee	School Records	References
Submitted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Programme Coordinator	Student Services	Principal	Approved – Director
Reviewed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Accounts	Grade Level
Date Application in	<input type="text"/>		<input type="checkbox"/>	<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? If 'Yes' please attach test results.

Yes

No

Not Applicable

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)

English Language details

	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"/>
Other: <input type="text"/>	<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

For children entering Grades 6-10 please indicate your choice of Modern Foreign Language

German

French

Dual Studies; German & French

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:

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 2018-2019

Financial Regulations

Instructions

Parents/guardians/employers must agree to the ISBerne AG Financial Regulations before enrolment. Please sign the Finance Form, 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. 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, ISBerne-sponsored after school activities, 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, 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. 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.

- 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 Business Manager.

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

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 2018-2019

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 CHF12,600.00
 5 Mornings + 2 Afternoons/Wk CHF15,250.00
 5 Mornings + 3 Afternoons/Wk CHF16,800.00
 5 Full Days/week..... CHF18,900.00
 ELC fees include a daily morning snack.

Elementary

KG – Grade 1 CHF26,215.00
 Grades 2 - 5..... CHF26,980.00

Secondary

Grades 6 - 8..... CHF31,000.00
 Grades 9 -10 CHF34,000.00
 Grades 11-12..... CHF34,375.00

Finance Form

(please submit this form with your application)

Schedule of Fees 2018-2019

2.1 Application Fee

Application FeeCHF 250.00 one-time fee, non-refundable

2.2 Capital Fund Fee

ELCCHF 500.00 one-time fee, non-refundable

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

Kindergarten - Grade12CHF 4,000.00 one-time fee, non-refundable

2.3 Re-Enrolment Fee

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

2.4 Annual Tuition

ELC

5 Mornings/WeekCHF 12,600.00

5 Mornings + 2 Afternoons/WkCHF 15,250.00

5 Mornings + 3 Afternoons/WkCHF 16,800.00

5 Full Days/weekCHF 18,900.00

Elementary

KG – Grade 1CHF 26,215.00

Grades 2 - 5CHF 26,980.00

Secondary

Grades 6 - 8CHF 31,000.00

Grades 9 -10CHF 34,000.00

Diploma Programme

Grades 11 - 12 ...CHF 34,375.00

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	Calculators	School Portrait Prints
P. E. clothes	After or Before School Care	Select After School Activities
Optional Curriculum Enriching Trips (CAS, MUN, Language trips, etc.)		Book & Locker deposit Gr 6–12: CHF 300.00

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.