

Parents/guardians/employers must agree to the terms stated in the British School Bern Financial Policy. A signature is required on the admission form in the Financial Policy section.

REGISTRATION FEE

This fee shall be paid for all students from Pre School to Year 6 and is a non-refundable, one-time payment per child when registering. The payment must be received before your child's admission form is processed. This fee covers the administrative costs of processing the application. Students returning within 2 school years are exempt from the registration fee.

ENROLLMENT

The student is considered enrolled at British School Bern when the school has received the registration fee and the signed admission form with the required documentation.

TUITION FEES

Tuition Fees **include the following:**

- majority of school materials
- use of textbooks and supply of all workbooks
- majority of cost of curriculum related school trips
- participation in the Friday afternoon swimming/skating program

Tuition fees **do not include:**

- replacement of lost, stolen or damaged textbooks
- loss of/or damage to school equipment, materials and library books

TUITION FEE PAYMENTS

Preschool to Year 1 students have the option to attend part time. From Year 2 we require students to attend full time (5 full days).

*Any reduction in attendance may be granted in exceptional circumstances **only** after discussion with the administration. Parents are still obliged to pay the full time tuition.

Tuition may be paid monthly, termly or yearly.

Yearly	Due by August 15 th	
Termly	Term 1 (August-December)	Due by August 15 th
	Term 2 (January-March)	Due by December 15 th
	Term 3 (April-June)	Due by March 15 th
Monthly	Due by the 15 th of the month prior.	

LATE PAYMENTS

Outstanding payments will result in a maximum of 2 written reminders. After 2 reminders, a penalty payment of 30CHF on the amount due will be charged.

*Alternative payment modes may be granted in exceptional circumstances **only** after discussion with the administration.

Families with outstanding debts with the school will not receive academic reports, transcripts or any other school records until all balances have been cleared. In addition, the student may be prevented from attending school.

WITHDRAWAL

A full term's notice in writing is required together with payment for the remainder of the term in which your child leaves the school.

*Exceptions may be made in certain circumstances **only** after discussion with the administration.

INSURANCE

Parents are required to have health, accident and liability insurance for their children. The personal belongings of the students are not insured by the school.

AMENDMENTS

The school reserves the right to amend the Financial Policy and School Fees as deemed necessary. Parents will be informed of any changes in writing no later than March 31st of the preceding school year.

FORCE MAJEURE

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