

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

## ADMINISTRATIVE FEE

This is a one-time, non-refundable payment of 100CHF per child that accompanies the application for admission. This fee covers the processing of the application. This payment must be received before the application form is processed.

## REGISTRATION FEE

This is a one-time, non-refundable payment per child. Once the application has been reviewed and accepted, you will receive a letter of confirmation as well as the invoice for the registration fee. Students returning within 2 school years are exempt from the registration fee.

## 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
- damage to school building
- Year 4-6 camp
- Friday Ski Program

## TUITION FEE PAYMENTS

Preschool and Reception students have the option to attend part time. From Year 1 on students are required 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.**

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

## **LATE PAYMENTS**

Outstanding payments will result in a maximum of 2 written reminders. After 2 reminders, a penalty payment of 50CHF will be charged per invoice.

\*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**

The school requires a written notice 3 months prior to the withdrawal of a student.

\*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 31<sup>st</sup> of the preceding school year.

## **FORCE MAJEURE**

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

## **EXTENDED LEAVE FROM SCHOOL**

No refund or reduction of fees will be permitted due to an extended leave of a family during the school year.

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