

## Application instructions for scholarships and financial assistance

The bylaws of the International School of Berne Foundation – Förderung von Kindern und Jugendlichen provides the possibility to apply for scholarships or other financial assistance in order to be able to enrol in a school or university.

Therefore, the International School of Berne Foundation provides money for scholarships for the International School of Berne and for college/university education (post-secondary). The scholarship award is determined by a committee of the International School of Berne Foundation Board and is based on the academic promise of the student and the financial need of the family. Scholarships will only be awarded for a portion of the tuition fees charged by the school or university and will exclusively be granted prospectively, that is for the next school year that starts after the decision of the Board (usually in June). It is mandatory to send an application by using one of the forms mentioned below.

### Who is eligible to apply for a financial assistance?

#### 1. To attend the International School of Berne

- A. Families with children already enrolled at ISBerne who have faced a significant change in their income situation that makes it difficult for them to afford the tuition fees.
- B. New families applying to ISBerne for the first time who **fulfil each of the following criteria:**
  - 1. There are strong reasons for the child(ren) to receive an education in English in an international school;
  - 2. There are no viable educational alternatives in English in the Berne area for the child(ren);
  - 3. The parents' employer(s) do not provide for the cost of school tuition fees;
  - 4. The family's income, savings and assets are insufficient to fully cover the tuition fees.

→ Please only use **application form No. 1**; do not fill in application form No. 2!

## 2. To enrol in another Swiss educational institution

Students who intend to attend classes in a school or to enrol in a University in the Bernese area in order to receive their education here. **These students must have attended an international school outside of Switzerland before.**

→ Please only use **application form No. 2**; do not fill in application form No. 1!

## 3. To enrol in a University or a school outside of Switzerland

Students who wish to enrol in a university or a school outside of Switzerland in order to receive their education. **These students must have attended the International School of Berne or another educational institution in the Bernese Area.**

→ Please only use **application form No. 2**; do not fill in application form No. 1!

### Structure of financial assistance

- A. Direct payment of tuition fees of the International School of Berne or of another educational institution.
- B. Granting of loans that need to be repaid.
- C. Direct payment of scholarships covering the costs related to education at the university.

### How do I apply?

**All applicants** for financial assistance must complete and return the financial assistance **application form no.1 or no. 2, together with all of the supporting materials** detailed on this form **within the time limits** set for this purpose.

Please note that based on the information provided the International School of Berne Foundation is entitled to request further supporting evidence necessary for assessing the application. Furthermore, late and/or incomplete applications will not be processed.

### Decision Making Process

The board members of the International School of Berne Foundation meet on a regular basis to assess applications for financial assistance. In reaching their decision they:

- look closely at the family's circumstances in order to ensure that they meet the criteria listed above;
- apply an objective financial formula to calculate the amount of financial assistance to be offered;
- adhere to a policy of strict confidentiality.

As soon after the meeting as is practicable the Foundation Board will send you their decision in writing (generally early July of each year).

### What happens if my application for financial assistance is turned down?

There is no legal obligation for the International School of Berne Foundation to grant any kind of financial assistance. Therefore, there is no higher board, committee or authority where you can apply for reconsideration of your application for financial assistance from the International School of Berne Foundation.