

**APPLICATION FORM NO. 2 ONLY FOR COLLEGE/UNIVERSITY ENROLMENT
ACADEMIC YEAR 2019/2020**

To be filed before 31st March 2019.

Please note that based on the information provided the International School of Berne Foundation may request supporting evidence necessary for assessing the application.

LATE AND/OR INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

PART I – INFORMATION ABOUT STUDENT AND HIS/HER FAMILY (Please Print or Type)

1. Information about the applicant

| | Name | First Name | Date of Birth | Place of Birth |
|---------|------|------------|---------------|----------------|
| Student | | | | |

2. Family situation

| | Name | First Name | Relationship with the student | Employer |
|---------------------------------|------|------------|-------------------------------|----------|
| Parent 1 / legal representative | | | | |
| Parent 2 / legal representative | | | | |

* Legal representatives must submit a document which shows that they are empowered to act for the applicant (only required if the student is under 18 years in the moment of application)

| | |
|--|--|
| <p>*Applying for:</p> <ul style="list-style-type: none"> • Payment of Tuition • Granting of a loan • Other financial assistance <p>If other financial assistance: please explain: _____</p> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
|--|--|

*Please answer Yes (Y) or No (N).

3. In case we need additional information. Where can we contact you?

| | |
|---------------------|--|
| Address of domicile | |
| E-mail address | |
| Phone number | |

PART II – VARIOUS INFORMATION

| | Answer |
|---|--------|
| <p>1. A) To which educational institution have you applied?</p> <p>B) What course will you be enrolled on? (Please provide supporting documents about educational institution and intended classes)</p> | |
| <p>2. What for especially do you need financial assistance? Tuitions, etc. (please explain)</p> | |
| <p>3. How much is the total of expenses you expect per year? (Please provide supporting documents showing these costs, i.e. budget calculation, documents showing tuition fees, rental agreement)</p> | |
| <p>4. What are the sources from which you intend to fund these costs?</p> | |
| <p>5. Which International School(s) have you attended? (Provide documentary proof - transcripts)</p> | |
| <p>6. Applications made to other sources of support, with outcome if known (attach relevant documents)</p> | |

PART IV - ASSETS AND LIABILITIES

Based on the information to be provided hereafter the foundation is entitled to request additional supporting evidence necessary for assessing the application.

This **statement must include all assets and income for all members of the household and dependents in the moment of application.**

Please convert all currencies to Swiss Francs at the current rate of exchange.

| | |
|-------------------|--|
| Original currency | Used exchange rate for the conversion in CHF |
| | |

| ASSETS | Please indicate number in original currency | CHF |
|--|---|-----|
| Cash on hand in bank (savings and current) | | |
| Stocks, bonds, and other securities | | |
| Home if owned (current value estimate) | | |
| Other assets (worldwide) such as real estate, business, farm, etc. Please give details of these other assets and indicate current value. | | |
| Total | | |

| LIABILITIES | Please indicate number in original currency | CHF |
|--|---|-----|
| Home mortgage (total) | | |
| Other loans or liabilities (total). Please give details of these other loans & liabilities | | |
| Total | | |

PART V - ANNUAL INCOME AND EXPENSES

| Actual <u>Yearly</u> Net Income* | Please indicate number in original currency | CHF |
|---|--|------------|
| Work related (net) salary, including allowances (from both parents or legal representatives) | | |
| Income from securities/bonds | | |
| Income from rental property | | |
| Other income (incl. income from applicant(s), please describe) | | |
| Total | | |

| Actual <u>Yearly</u> Net Expenses* | Please indicate number in original currency | CHF |
|---|--|------------|
| Housing (Rent or interest on mortgage) | | |
| Additional costs for housing | | |
| Electricity | | |
| Waste charges | | |
| Food | | |
| Automobile / Public transport | | |
| Insurances (property/casualty/health) | | |
| Debt Repayment | | |
| Entertainment and Recreation | | |
| Clothing | | |
| Medical/Dental | | |
| Tuition fees for applicant(s) | | |
| Net tuition fees (for other children, after deduction of scholarships) | | |
| Other expenses (please describe) | | |
| Total | | |

*** If there will be a change of the financial situation in the near future, please indicate the future numbers on a separate sheet and prove these figures as much as possible**

PART VI -BENEFITS IN KIND

| | Yes/No | CHF |
|--|--------|-----|
| Educational allowance paid by employer: YES / NO. If Yes, how much? | | |
| Housing provided by employer: YES / NO | | |
| Company Car: YES / NO | | |
| Other Benefits in kind (please indicate nature and amount) | | |

PART VI – REQUESTED AMOUNT

For which amount do you apply for financial aid? CHF _____

PART VIII - OTHER INFORMATION

- Please **enclose copies** of the following documents **for each income earner**. If these documents are not enclosed, the members of the board will not be able to consider your application.
 - Salary slips for the past 6 months**
 - Most recent annual statement of income tax paid**
 - If self-employed, your most recent audited annual accounts**
- A statement from your employer detailing the amount of the tuition fees that they pay. If they pay nothing, a statement to this effect is required.

I / We declare that all the information supplied is true and correct and includes all incomes and benefits in kind. I / We also declare that I / we have read, agreed to and accepted the criteria and procedure, as described in the information form related to the Assisted Places Programme.

Signed Date _____ Student: _____

Parent 1 /:Legal representative 1: _____

Parent 2 /:Legal representative 2: _____

**Please return this form under confidential cover and before March 31st 2019 to:
International School of Berne Foundation, c/o KPMG AG, Hofgut, CH-3073
Guemligen**