

## Swiss School Beijing - Tuition Fees Discount Policy

As a Swiss school abroad that is recognized and supported by the Swiss Government, the Swiss School Beijing is committed to admit all children of Swiss nationality that wish to join the school and meet its academic criteria (Swiss Federal Law on Swiss Schools Abroad). The Association Swiss School Beijing is aware that, in some cases, this might require a reduction of the school's tuition fees and has therefore issued the present Policy.

### Eligibility

Any child of Swiss nationality, whether applying for admission or already admitted at the Swiss School Beijing, is eligible for tuition fees discount. The parents or guardians responsible for the payment of tuition fees (in what follows, to be called the Applicants) must apply for the discount. The discount is given purely based on financial needs and is not meant to reward academic performance.

### Discount

The Applicants can request a discount of 25%, 50% and 75% in tuition fees.

### Timeline

A discount is awarded for a maximum of one school year. A new application can be submitted for the next school year. Discounts cannot be backdated to a date prior to the school term in which the application was submitted.

### Application process

A complete application requires the following documents:

- Completed and signed Tuition Fee Discount Application Form.
- Cover letter justifying the request.
- Copy of child's passport.
- Copy of Applicants' passports.
- **For both parents:** A letter from employer(s) specifying the amount being contributed towards the child's tuition fees.
- For Applicants requesting 75% of tuition fee discount:
  - A letter from employer verifying **worldwide** salary (i.e. salary in China and abroad, if applicable).
  - Copy of the most recent computerized worldwide salary statement(s).
  - If self-employed, a copy of the most recent **audited** financial accounts.

The application is to be submitted to the Board of the Association Swiss School Beijing.

### Approval process

The Board of the Association Swiss School Beijing reviews the application and decides the amount of tuition fee discount to be awarded. In doing so, the Board considers the following points:

- Financial background of the Applicants;

- Financial sustainability of the school.

***As part of the approval process, the Board may ask for additional information from the Applicants.***

The Board does not need to justify the amount of discount awarded. The decision of the Board is final.

## Tuition Fee Discount Application Form

Name of child: \_\_\_\_\_ Date of birth: \_\_\_\_\_  
(DD/MM/YYYY)

Child's nationality: \_\_\_\_\_ Passport number: \_\_\_\_\_

Requested tuition fee discount:    25%    50%    75%   for the academic year: 20\_\_/20\_\_

Father (or Guardian)	Mother (or Guardian)
First name: _____	First name: _____
Surname: _____	Surname: _____
Email: _____	Email: _____
Phone number: _____	Phone number: _____
Nationality: _____	Nationality: _____
Passport number: _____	Passport number: _____
<input type="checkbox"/> Employed <input type="checkbox"/> Self-employed <input type="checkbox"/> Not employed	<input type="checkbox"/> Employed <input type="checkbox"/> Self-employed <input type="checkbox"/> Not employed
If employed, name of employer: _____	If employed, name of employer: _____
Position: _____	Position: _____
If self-employed, name of own company: _____	If self-employed, name of own company: _____

**Comment (optional):**

**Check list:**

- ✓ Cover letter justifying the request.
- ✓ Copy of child's passport.
- ✓ Copy of applicants' passports.
- ✓ Letters from employer(s) verifying worldwide salary.
- ✓ Letter from employer(s) specifying the amount being contributed towards the child's tuition fees.
- ✓ Copies of the most recent computerized latest worldwide salary statements.
- ✓ For self-employed Applicants: copy of the most recent audited financial accounts.
- ✓ For Applicants requesting 75% of tuition fee discount: confirmation from your canton of origin, showing that you have explored other scholarship and financial aid options.

We herewith acknowledge having read and understood the Tuition Fee Discount Policy of the Swiss School Beijing. We also confirm having truthfully and comprehensively submitted all information required by the Board of the Swiss School Beijing

**Signature Father** (or Guardian)

**Signature Mother** (or Guardian)

Date:

Date:

Please submit this form and supporting documents to: Board of the Association Swiss School Beijing,  
c/o Ms. Barbara Stäuble, barbara\_stauble@wab.edu

**For internal use only:**

Application received on (date): \_\_\_\_\_ by (name): \_\_\_\_\_

Application reviewed on Board Meeting of (date): \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

Decision of Board: \_\_\_\_\_

\_\_\_\_\_

Decision communicated to applicant on (date): \_\_\_\_\_ by(name): \_\_\_\_\_

\_\_\_\_\_