



Application form

Internal quality assurance procedure within the association

1. master data of the school

Name of the school _____

Abbreviation _____

School address _____

Telephone number _____

Fax number _____

E-mail address _____

School website (URL) _____

2. details of the school

Legal form: _____

Canton of domicile (head office) _____

Ownership: _____

Date of foundation: _____

Number of classrooms: _____

m² Own rooms: _____

m² rented rooms: _____

Number of locations: _____

3. school organisation and financial situation

Head teacher responsible

- First name and surname _____
- Academic degree or training _____
- Function, areas of activity, age _____

Other responsible heads

- First name and surname _____
- Academic degree or training _____
- Function, fields of activity, age _____

- First name and surname _____
- Academic degree or training _____
- Function, areas of activity, age _____

Employees

- Total number of employees _____
- Total number of full-time equivalents: _____

Average turnover over the last three years

CHF _____

Average payroll including management for the last three years

CHF _____

4. information on training programmes / fields of study

Fields of study / training objectives (exact degree; external, internal examinations):

- _____
- _____
- _____
- _____
- _____

Education Number of classes Number of hours Ø Age

Education	Number of classes	Number of hours	Ø Age

Number of pupils Boarding school: _____

Number of pupils External school: _____

Success rate of graduates in the last three years as a percentage per training qualification:

- _____
- _____
- _____
- _____
- _____

5. contractual matters, advertising memberships

Which training or contractual documents are used (in relation to students and employees)?

- _____
- _____
- _____

Previous AHV compensation fund: _____

What advertising materials are used?

- _____
- _____
- _____
- _____
- _____
- _____
- _____

We confirm that in our training, advertising and contractual documents, we provide accurate and unambiguous information about the school's position in the Swiss education system and about the recognition/accreditation of the school and its qualifications. This information is in line with any legal requirements regarding the designation of schools and does not lead to confusion with officially protected qualifications and titles.

6. Quality certification

Short description of the quality certificate (e.g. control by state organs):

References (private individuals, state supervision, etc.)

- ---
- ---
- ---

By signing the admission form, the accuracy of the information provided and the documents submitted are confirmed and the statutes of the Association of Swiss Private Schools and its contribution regulations are recognised. In addition, attendance at the school by a delegation from the ASP membership commission and the processing of data in accordance with the membership regulations are agreed to.

Place, date

Legally valid signature(s) according to the entry in the commercial register:

7. Enclosure directory

- Charter/deed of foundation/articles of association
- Extract from the commercial register
- Written concept (educational/economic company policy)
- School regulations, promotion regulations, house rules
- Organigram of the company
- Proof of education of the general manager
- List of all employees (function, fields of activity, education, diplomas)
- Operating licences (Department of Education, Youth Welfare Office, etc.)
- Current advertising material (school brochure, teaching programmes, website, etc.)
- Sample contract / registration form for students incl. prices
- Sample contract for teachers or supervisors
- Quality proof of the school (Attachments to Section 6)
- Current extract from the debt collection and loss certificate register
- Proof of adequate professional liability insurance
- Current positive report from the state supervisory authority of the canton of location (if subject to state supervision)
- Current positive report from the migration office of the canton in which the company is based (provided that the offer is also aimed at foreign students who require admission in accordance with Art. 27 of the Federal Act on Foreign Nationals and Integration [AIG; SR 142.20]);
- Confirmation from the AHV compensation office regarding the company's AHV payroll for the previous calendar year
- Further enclosures (optional):
 - _____
 - _____
 - _____

8. Submission of the application / Fees

Send the fully completed and duly signed registration form together with all the required enclosures by e-mail to the following address:

info@swiss-schools.ch

The admission procedure is free of charge for schools that have an external quality assurance system or are members of the Swiss Private School Register.

The following fees apply to schools that provide proof of quality as part of their internal quality assurance:

Administration fee

AHV payroll below 500,000	CHF	700.00
AHV payroll between 500,000 and 3,000,000	CHF	1'500.00
AHV payroll between 3,000,000 and 5,000,000	CHF	2'700.00
AHV payroll between 5,000,000 and 9,000,000	CHF	3'100.00
AHV payroll over 9,000,000	CHF	3'600.00

The AHV payroll of the previous calendar year is decisive.

School attendance with report

An advance of CHF 1,500.00 is to be paid for school attendance. This fee is non-refundable even if the application is rejected.