



Note: This document has been translated electronically (the German version of the text is authoritative).

Membership Regulations

dated 13 August 2024 (as of 13 August 2024)

The Board of the Swiss Private School Association issues, based on Art. 6 and 16 of the Federation Statutes dated 8 May 2004, the following regulations.

I. FSPS Membership in General

Art. 1 Individual Membership

¹ A Swiss private school belonging to a professional association can become an individual member of the Association. In those cantons where a regional association exists, the private school must be a member of the relevant regional association. Affiliation to a professional association is optional for the Association schools from these regions.

² The Board may also decide to accept Swiss private schools for which no professional or regional association exists as individual members.

Art. 2 Reservation of the membership requirements of regional associations

For schools in cantons in which a regional association exists, the membership requirements of the regional association shall prevail.

Art. 3 Collective membership

Companies and organisations closely associated with the education sector may be admitted as collective members. Applications for collective membership are to be submitted to the general secretariat. The membership commission will draft a proposal for the attention of the general meeting.

II. Admission criteria and admission procedure

Art. 4 Admission criteria

To be eligible for VSP membership, the private school applying for membership must:

- a. have existed for at least two years;
- b. have clear management structures;
- c. have a clear mission statement;
- d. provide proof of quality;
- e. in its training, advertising and contractual documents, the school provides accurate and unambiguous information about its position in the Swiss education system and about the recognition/accreditation of the school and its qualifications. This information must be in accordance with any legal requirements regarding the designation of schools and must not lead to confusion with officially protected qualifications and titles;
- f. has transparent and clearly formulated training contract provisions (admission requirements, syllabus, forms and times of teaching, start and duration of training, number of lessons, final examination, costs, etc.);
- g. has a suitable infrastructure;
- h. has economic stability; and
- i. agrees to a school visit by a delegation designated by the Membership Commission.

Art. 5 Admission procedure

¹The fully completed and duly signed application form must be submitted to the VPS General Secretariat together with the following enclosures:

- Foundation charter/deed of foundation, statutes, extract from the commercial register
- Written concept (educational/economic policy of the company)
- School regulations, promotion regulations, house rules
- Organigram of the company
- Training certificate of the general manager
- List of all employees (function, fields of activity, training, diplomas)
- Operating licences (education department, youth welfare office, etc.)
- Current advertising material (school prospectus, teaching programmes, website, etc.)
- Model contract / registration form for students incl. prices
- Model contract for teachers or supervisors
- Proof of quality (see Section III. below)

By signing the admission form, the school confirms the accuracy of the information provided and the documents submitted and recognises the statutes of the Association of Swiss Private Schools and its contribution regulations.

²The General Secretariat checks the application for admission and, if necessary, requests the missing documents. It is entitled to request additional information from the applying school regarding the submitted documents.

³ As soon as the application dossier is complete, the General Secretariat forwards it to the Membership Commission for a school visit to be carried out. Following the school visit, a confidential visit report is drawn up for the attention of the Membership Commission, together with the corresponding application. In the event of a negative application, the applicant school is given access to the report and the opportunity to comment.

⁴ After conducting the school visit, the Membership Commission is free to decide on the application for admission and submits a proposal to the Board for a decision on the application. An application from a school can also be rejected if important reasons cast doubt on the seriousness and trustworthiness of the school, even if all the evidence is available. In this case, the school must be heard before the decision is made.

⁵ An appeal may be lodged against the decision to reject an application for admission within 30 days of the decision being announced. The appeal, together with the reasons for it, is to be submitted to the General Secretariat for the attention of the Members' Meeting. The appeal will normally be presented to the next ordinary Members' Meeting for a decision.

III. Quality certification

A. General information

Art. 6 Form of quality certification

The quality certificate according to Art. 4 let. d. can be provided:

- a. by an external quality certification (valid certificate of a nationally or internationally recognised quality certification system, which is recognised by the ASPM Membership Commission; or membership of the Swiss Private School Register Foundation); or
- b. as part of an internal quality assurance process.

B. External quality certification

Art. 7 Recognition of quality certification systems

The Membership Commission decides on the recognition of nationally or possibly internationally recognised quality certification systems and publishes a corresponding list on the association's website.

Art. 8 Documentation in the admission process

During the admission procedure, a copy of the relevant proof (valid certificate from a nationally or internationally recognised quality certification system or valid certificate of membership of the Swiss Private School Register) must be enclosed with the application.

Art. 9 Renewal procedure

When the certificate expires, evidence of recertification must be submitted to the General Secretariat without prompting, or, if recertification has not yet been completed, a report on the status of the procedure must be provided.

C. Internal quality assurance

Art. 10 Proof in the admission procedure

¹ Schools that wish to provide proof of quality as part of the admission procedure within the framework of internal quality assurance shall submit the following documents in addition to the application documents in accordance with Art. 5 para. 1:

- Current extract from the debt collection and loss certificate register;
- Proof of sufficient professional liability insurance;
- Proof of the school's quality;
- Current positive report from the state supervisory authority of the canton of location (if under state supervision);
- Current positive report from the migration office of the canton of location (if 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]); and
- Confirmation from the AHV compensation office of the AHV payroll total of the company for the previous calendar year (for the purpose of determining the fees for the procedure).

² The Membership Commission shall review the school's quality certification as part of the admission procedure on the basis of the documents submitted. It may request additional documents and information.

³ In the event of a positive decision, the Membership Commission shall issue a QA certificate to the school in question. This QA certificate shall be valid for four years.

Art. 11 Renewal procedure

¹ When the QA certificate expires in accordance with Art. 10 para. 3, the membership requirements shall be comprehensively reviewed again. The same documents as in the admission procedure shall be submitted.

² The renewal procedure is based on the provisions of the admission procedure. The Membership Commission may waive the requirement for a school visit.

³ In the event of a positive decision in the renewal procedure, the Membership Commission issues a new QA certificate to the applying school. This QA certificate is valid for a further four years.

Art. 12 Costs of internal quality assurance

¹ The admission and renewal procedures within the framework of internal quality assurance are subject to a fee. The amount of the fees for the procedure and for the school visit can be found in the appendix.

² The General Secretariat invoices the costs (administrative fee and, if applicable, school visit) to the applicant school in advance. If these are not paid within the deadline, even after a single reminder, the school will be asked to provide the quality certification in the form of external quality certification (Art. 6 let. a).

IV. Duties of co-operation and measures vis-à-vis schools

Art. 13 Duty to cooperate

¹ Member schools are obliged to cooperate in the admission and renewal process and to submit the required information and documents.

² A change of ownership of the school is to be reported to the General Secretariat of the VSP without being asked. The new ownership confirms in writing that the membership requirements are still met.

Art. 14 Measures against schools

¹ The Board shall take the necessary measures with respect to schools that have provided false information during the admission procedure, that no longer fulfil one or more membership requirements or that do not adequately fulfil their obligations in the renewal process. In the event of the permanent loss of a membership requirement or if serious grounds become known that call into question the seriousness and trustworthiness of the school, the school may be excluded from the association. The school shall be heard before a decision is made.

² In urgent matters, the Executive Board may suspend a school's membership with immediate effect and without prior hearing of the school as a precautionary measure until a decision on expulsion has been made.

³ An appeal against an exclusion decision may be lodged within 30 days of the decision being announced. The appeal, stating the grounds, is to be submitted to the General Secretariat for the attention of the General Assembly. As a rule, the appeal is submitted to the next ordinary general meeting for a decision. The appeal has no suspensive effect.

⁴ Membership ends automatically if a member no longer belongs to a professional association (if one exists) or, if it is a school in a canton with a regional association, membership of the regional association has expired (Art. 8 of the Association Statutes).

V. Membership Commission

Art. 15 Duties

The Membership Commission shall fulfil all duties in connection with ASM membership that are assigned to it under these regulations.

Art. 16 Election and composition

¹The Membership Commission consists of at least three members.

²The Board of Directors elects the members of the Membership Commission for a term of office of four years and appoints the chair.

Art. 17 Convening and decision-making

¹The Membership Commission generally convenes twice a year at the invitation of the chair.

²The statutory provisions for the ASP board apply by analogy to the convening of meetings and the adoption of resolutions.

Art. 18 Remuneration

The remuneration of the members of the Membership Commission and of the persons who carry out the school visits is determined by the board in a remuneration regulation.

VI. Confidentiality and storage of data

Art. 19 Confidentiality

The documents of the schools received in the course of the membership procedure shall be treated in strict confidence. They shall be made accessible only to those persons who fulfil tasks in the course of the admission and renewal procedure.

Art. 20 Storage of data

The documents submitted as part of the admission and renewal process are stored in electronic form by the General Secretariat for the duration of membership and for a period of 10 years after termination or exclusion and are then destroyed.

VII. Entry into force

These regulations shall enter into force on 1 September 2024.

Appendix: Fees for the internal association QA procedure

1. Administration fee

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

The AHV payroll of the previous calendar year is decisive.

2. School attendance with report

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