



Friends of B.I.S.
Berlin International School
in der Trägerschaft der Privaten Kant Schule

Conditions for Support – Field Trip/Event

FROBIS supports field trips and events, as long as the criteria of application are met and the financial situation allows it. Applications must be handed in at the Directors office.

Application conditions:

In order for the application to be processed, you must hand in the following documents:

- 1. Completed request form**
- 2. Parent's letter (final or evaluated draft)**
- 3. List of names of attending students**
- 4. Detailed cost estimate with clear indication of categories (travel costs, etc.)**

After the Event has taken place, the requestor must hand in a final overview of cost calculation and student name list. If the requested/approved amount differs from the actual costs that would be supported by FROBIS, the difference must be paid back.

The Friends of B.I.S. supports a maximum of 50% of the travel costs. This amount must not exceed 250€. Basis for the calculation of support and final deduction is the number of students attending and absolute number of students that have attended.

Support Categories:

A – near to Berlin (max. 5€/Student)

B – up to 200km from Berlin (max. 12.50€/Student)

C – more than 200km from Berlin (max. 25€/Student)

Please note that a correct application procedure does not mean that the request will be approved automatically. Before the request has not been approved and signed by a member of the FROBIS board, the requestor is not entitled to issue bills to FROBIS. In the event of approval, the requested amount might not be granted but rather re-calculated by FROBIS depending on the support category and amount of student attendants.

The FROBIS Board reserves its rights to disregard theses and all conditions, if the current financial situation does not allow financial support.