

Bucharest – Beirut International School

Admission Policy

BBIS Mission

Our mission is to build a knowledgeable, self-confident and principled student who is willing to take risks and face up challenges, urged by curiosity, integrity and a passion for learning.

As educators, it is our responsibility to encourage our students to be caring, thoughtful and respectful, to become open-minded global citizens and to promote multicultural understanding.

This policy is aligned with the school vision and mission when enrolling both local and international students to our school. The entry to Bucharest-Beirut International School is open to any member around the world. We are always pleased to meet parents and discuss the admission of children, present the facilities and respond to any questions about our educational programs.

Admission conditions for new students

Student's parent/guardian should fill in the school application form. The priority is given to families with siblings already registered in our school.

Nursery and Kindergarten: For Nursery children must be three years old by 15th September of the year of entry. KG1 children must be four years old by 15th September of the year of entry. KG2 children must be five years old by 15th September of the year of entry.

Grade 1 till 5: To be enrolled in Grade 1, the child must be six years old by 15th September of the year of entry and should have attended at least one year of Kindergarten. The similar

pattern will be followed for our other Primary Years, such that enrolling in Grade 5 will be allowed for children who are ten years old by 15th September of the year of entry.

Secondary and High School: Students are eligible to enter the first year of Secondary, Grade 6, after completing a five years of primary education. Children must be 11 years old by 15th September of the year of entry. The Grade 10 entry will be open to student aged 15 by the 15th September of the year of entry.

Transferring from another school

The previous school records and recommendation form should be hand in at registration to BBIS. Any additional information that can help student's assignment to the appropriate class must be also handed in.

Registration File and Supporting Documentation

An application form must be filled in by the parent or guardian of the child.

The documents requested when first applying to BBIS:

- Student's proof of age (copy of birth certificate, passport or visa)
- Four passport size photos of the student
- Copies of parents or guardians ID cards or passports
- Copy of previous school records , if applicable
- Medical certificate on student's state of health from the family doctor
- Copy of vaccination file
- Entrance Assessment Test – for students applying for Grades 2 to 12

Students should take an Entrance Assessment Test in English, Mathematics and his mother tongue language according to the academic years they are to enroll.

The results of the tests and the previous school reports will be looked into/analyzed and a decision concerning the approval of the student's enrollment will be made accordingly.

Entrance exam grades according to the academic year:

Grades	English	Maths Skills	Additional language
2 – 5	at least 4/7	at least 4/7	at least 4/7
6– 9	at least 12/20	at least 12/20	at least 12/20

Admission in the High-School Grades 10-12 Lebanese Baccalaureate/ 11-12 IB

- For the **Lebanese Baccalaureate**, the level of Arabic Language should be proficiency level: at least 14/20.
- For the **International Baccalaureate**: the level of English Language should be at least 14/20 and level of Mathematics should be at least 12/20 for Standard Level and at least 16/20 for Higher Level. If the student chooses Arabic A in the Diploma Programme, the level should be at least 14/20.

Enrollment Fee

To formally begin the registration procedure, the parents/guardians should pay the enrollment fee according to the grade of entry (non-refundable payment).

School Fees

Once the registration file is approved, the school taxes and fees will be paid according to the tuition and school fees chart found on the school's website and mentioned in the schooling contract.

Re-Enrollment for BBIS students

The Re-Enrollment intention form should be completed and handed in by 20th May for the current school year. Each student has to pay in advance the Resources and Uniforms fees to ensure the child's enrollment in the next academic year.

Acceptance of enrollment constitutes an agreement to pay the full academic year's account. Transcripts and report cards will be withheld until all unpaid tuition fees are received.

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