

Beirut Baptist School
ADMISSION OF NEW STUDENTS

BBS admits new students based on available space and the qualifications of the applicant. The following procedures are followed:

APPLICATION

- 1- Inquiries about admission start on February 1st of each year and end on April 30th.
- 2- Applicants for admission to BBS will need to submit the following:
 - a. An application form (B029) completed with the required information. This can be obtained from the school's admissions office or from the BBS website.
 - b. Original Certificate of Promotion issued by the previous school and certified by the Ministry of Education.
 - c. Original signed and stamped Official Grade Transcripts of the past two years.
 - d. Original Identification Card or Civil Extract (إخراج قيد) for Lebanese citizens or an Original foreign national's passport.
 - e. Original Family Civil Extract (إخراج قيد عائلي) for Lebanese citizens.
 - f. Payment of the nonrefundable application fee of 30,000LL.
- 3- Applicants submit the Application along with the required documents to the BBS Receptionist.
- 4- The Application will be forwarded to the office of the relevant Vice-Principal who will review and make an assessment based on academic and behavioral records.

Extra documents needed if applying to Special Education program:

- 5- A recent psycho educational assessment including both, a cognitive and an achievement test.
- 6- Reports from the speech therapist, psychomotor therapist... if available.
- 7- A detailed report from the school the student is enrolled in describing the academic level, social skills, and behaviors.
- 8- A medical report if the student is on medication in case of ADHD, epilepsy...

ELIGIBILITY FOR ENTRANCE EXAM

- 9- The Vice-Principal will return the Application to the Receptionist who will inform the applicant if s/he is ineligible for admission or not.
- 10- The Principal's office will inform the eligible applicant of the Entrance Exam date (May 12, 2012) and will inform the applicant of the exam's subject content.
- 11- Eligible applicants must pay a nonrefundable Entrance Exam/Assessment Fee of 40,000LL to the accounting office before May 8, 2012.
- 12- On June 9, 2012, applicants may take a second entrance exam after obtaining special approval from the relevant Vice-Principal.

APPROVAL TO ADMIT THE STUDENT

- 13- Results of the Entrance Exam will be given to the Vice-Principal. If needed, s/he will consult with various Heads of Departments regarding potential probation status. Areas of probation include but are not limited to: Special Arabic, Special French, and any other differences between the former school's scope and sequencing and BBS's scope and sequencing. Interviews may be necessary.
- 14- The Vice-Principal will meet with the Principal for a final decision on acceptance.

REGISTRATION

- 15- The Vice-Principal will notify the Receptionist who in turn will inform the applicant of the school's decision. Then, the Receptionist will schedule a time for the applicant to meet with the Principal and Vice-Principal before beginning the formal registration process.
- 16- The Principal and Vice-Principal will clarify to parents and students all BBS's policies, regulations, and conditions of acceptance.
- 17- Once accepted, the applicant is charged a one-time nonrefundable Development Fee (refer to Tuition Fee).
- 18- The Deadline for completing the registration is May 31, 2012. Those accepted must register with the school and pay the required Development Fee & Registration Fee on or before this deadline.
- 19- Successful applicants who do not register with the school by the registration deadline and pay the registration fee forfeit their right of admission to the school.