



## Admissions and Scholarship Policy

### General Information

Admission procedures to Bilkent Erzurum Laboratory School are in accordance with the following principles and conditions:

- The number of students who will be admitted to the elementary, middle and high school preparatory year are determined according to the recommendations of the school board.
- Candidate registration, final registrations, transfer, entrance exams and application deadlines, which are specified by the regulations, shall be determined according to specified periods of time each academic year; these dates will be announced with school board approval.
- Bilkent Erzurum Laboratory School Grade 8 students who want to continue to high school will be accepted into grade 9 if they pass the applicable high school entrance exams.
- Students who want to enroll in Grade 9 without attending the high school preparatory year are required to pass the school's Turkish Language and English proficiency exams.
- One of the parents is required to live in Erzurum. Children whose parents do not live in Erzurum are able to take the entrance exam, however, in order to be admitted to the school, a parent of the student must meet the residence requirement by the admission date. The parents' residence requirement continues during the enrollment of the student at BELS. Children whose parents cannot meet this requirement will be dismissed from the school. Conditions for tuition-exempt students will be determined by the Ministry of National Education (MEB).
- Parents are notified of the entrance exam results by the school administration after consulting with the school board. Notification sent to parents indicates the exact admission dates and required documents for student enrollment.
- Admission must be made by the indicated dates.
- Fraudulent documents or information will invalidate a student's enrollment in the school.

### Elementary School Admissions Procedures

#### **Kindergarten and Grade 1 Admission Procedures**

1. The ages of children eligible to participate in the interview process are determined by MEB.
2. Parents must provide the following documents for application:
  - a. Candidate parents complete the application form available on the school's website
  - b. Parents authorize the application and provide the following documents:
    - i. Two current headshot photos
    - ii. Copy of Identification Card
    - iii. Application fee receipt
  - c. The school issues an interview admission card for the child.
3. Admission interviews are held on the dates determined by the school and approved by the MEB. A child can have an admission interview only one (1) time. Even if the age is suitable for the next academic year, admission interviews cannot be done twice.
4. Kindergarten and first-grade students are evaluated by the Registration and Admission

Evaluation Commission. Parents of students who are eligible for enrollment are notified and the enrollment process for those students begins.

5. The children of contractor employees, faculty, and staff are obliged to participate in the admission interview and are evaluated according to the interview.
6. Parents of eligible students who decide not to register are required to submit a letter in writing.
7. The registration of the child is made in May and June.

### **Elementary and Middle School Admission Procedures – Grades 2-4 and 5-8**

1. Candidates complete the application form available on the school website.
2. Parents submit the application and provide the following documents after which the school issues entrance exam admission card for the student :
  - i. Three current headshot photos
  - ii. Copy of Identification Card
  - iii. Application fee receipt
  - iv. Official document showing that students applying for the 6th, 7th and 8th grades have achieved an average grade of 85 or above (based on the 100-point grading system) as of the end of the first semester of the previous academic year. (The document must be certified by the school the student is currently attending.)
3. Applications of new students who have lived abroad and/or have a good command of English are accepted for an exam and evaluation.
4. The candidates who complete all the steps of the application process are eligible to take Grades 2 to 4 and 5 to 8 Entrance Examination. In the related examination, questions are asked from each of the following separately: Turkish, English, Mathematics, and Science.
5. The examination results of the candidate are evaluated by the Examination Committee. The School Administration decides based on the examination results and the decision is communicated to the candidate's parents.
6. Parents of eligible students who decide not to register are required to submit a letter in writing.
7. The registration of the child is made in May and June.

(ES & MS Procedure Additions) Approved by BLT 15.11.2018

Revised by SLT 02.10.2025

### **High School Admissions Procedures**

#### **Preparatory Year Admission Procedures**

1. Students whose CGPA in the 5th, 6th, 7th grades and the first semester of 8th grade is at least 80 out of 100 are entitled to apply for the high school entrance examination.
2. Entrance Exam Application procedures
  - a. Candidates complete the application form.
  - b. Parents submit the application documents and provide the following documents,
    - i. Three current headshot photos
    - ii. Transcript (taken from Middle School)
    - iii. Copy of ID
  - c. The school issues entrance exam admission cards for the student.

3. Entrance Exam
  - a. The examination consists of questions from each of the following: Turkish, Mathematics, Science, English, and Nonverbal Reasoning Tests.
  - b. Parents are notified of the results of the entrance exam.
4. The school registrations are made in June. Enrolled students are required to attend the summer school program.

### **Grades 9 and 10 Admission Procedures**

Admission is determined by successful performance on the written and oral entrance exams in the subjects the student will study. Grade 8 and 9 students take an admission test in the following subjects for entry into grades 9 or 10: Turkish, English, science and mathematics. To be eligible for the grade 9 admission test, they must have a GPA of 80.00 and above, based on the average of grades 5,6,7, and first semester of grade 8. To be eligible for the grade 10 admission test, they must have a GPA of 80.00 and above, based on the first semester of grade 9.

### **Grade 11 Admission Procedures**

To be eligible for admission into grade 11, applicants must have demonstrated successful performance on international exams as determined by the Bilkent University Senate as well as meeting the passing criteria determined by MEB. In order to continue to Grade 11 and the IBDP, all students are required to have a minimum of C in all subject areas in the Cambridge IGCSE examinations. Students may receive one D in a single subject area and continue to Grade 11 if the D is compensated by at least one A in another subject area, and if they meet the criteria stated below to enroll in the IB Diploma Program.

Students must have at least 2 Bs and 1 A on the Cambridge IGCSE examinations in the IBDP HL subjects that they would like to take.

Students who do not satisfy these conditions and the ability to take 3 HL and 3 SL subjects will not be eligible to continue to the IB diploma program at BELS and will have to transfer to another school before the grade 11 academic year starts.

### **Grade 12**

Students cannot be transferred into grade 12 from other schools.

## **SCHOLARSHIPS**

### **Tuition Scholarships**

Students can be enrolled in the Bilkent Erzurum Laboratory School on a full or partial scholarship, based on their performance on the entrance exams (prep and grade 9). Parents sign the tuition scholarship agreement document when they officially register their child at the school. The tuition scholarship agreement has been developed to foster academic excellence and includes conditions for the continuation increase or decrease of scholarships.

### **Additional Scholarships**

Additional scholarships may be granted for lunch and transportation. The parents who make a request for additional scholarships are required to submit a letter to the school administration and include additional scholarship forms and documents by the deadline announced by the school administration. Parents may apply for an additional scholarship for one academic year. Additional scholarship applications are reviewed every academic year by the Scholarship Committee.

Additional scholarship applications are reviewed based on the criteria such as parents' occupations, monthly salary, the number of siblings, the education level of the siblings, absences, GPA and also parents' status including divorce, death, veterans, and martyrs. Parents are notified about the decisions of their applications in written form.

### **Policy Review Cycle**

The Admission and Scholarship Policy is reviewed at the start of spring term every five years by the SLT. Final approval is made by the Board.

BLT 11 October 2018

Approved by the Board, 15.10.2018

Revised by the SLT 02.10.2025