**Admissions and Scholarship Policy**

**General Information**

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

A. The number of students who will be admitted to the kindergarten and high school preparatory year are determined according to the recommendations of the school board.

B. Candidate registration, final registrations, transfer, lottery, 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.

C. Bilkent Erzurum Laboratory School grade 8 students who want to continue to the high school will be accepted if they pass the applicable high school entrance exams.

D. 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.

E. One parent 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 who parents cannot meet this requirement will be dismissed from the school. Conditions for orphans will be determined by the school board.

F. 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.

G. Admission must be made on the indicated dates.

H. Fraudulent documents or information will invalidate a student’s enrollment in the school. **Elementary School Admissions Procedures**

**Kindergarten Admission Procedures**

**1.** According to the regulations of the Ministry of National Education, children between specific ages have the right to participate in the lottery drawing.

**2.** Applications for scholarship interview are made between the dates determined by the school. **3.** Parents must follow the following steps for application for scholarship interview:

**a.** Interested parents complete the application form available on the school’s website

**b.** Parents provide the following documents:

**i.** Recently taken 3 headshot photos

**ii.** Copy of Identification Card

**c.** The school issues a scholarship interview admission card for the candidate children.

**4.** Scholarship interviews are held on the dates determined by the school. A child can have a scholarship interview only one (1) time. Even if the age is suitable for the next academic year, scholarship interviews cannot be done twice.

**5.** A pre-scholarship meeting with parents is held prior to the scholarship interview. All parents are required to sign that they have been informed that the scholarship interview can be taken only once. They sign that they understand that the interview determines if the child is eligible for a scholarship if their name is drawn in the lottery and given a place in the school; they are not awarded a scholarship until the child is registered.

**6.** After the scholarship interview, the parents are notified of the results.

**7.** Registrations for the lottery are made between the dates determined by the school.

**8.** The parents who want to participate in the lottery are informed about the date and time of the lottery drawing.

**9.** The children of contractor employees are obliged to participate in the scholarship interview and the lottery. The children of faculty and staff are evaluated according to the scholarship interview.

**10.** All children participating in the lottery are ranked according to the order in which their name is drawn by the notary; acceptance and waiting lists are created. If there are vacancies from the acceptance list, the right of enrollment is given to the other children from the waiting list starting from the first (1st) name to the last.

**11.** Parents whose children have the right of enrollment and decide not to enroll are required to submit a letter in writing.

**12.** The registration of the child for enrollment is made in June.

**Elementary and Middle School Admission Procedures – Grades 1-4 and 6-8**

**1.** Parents must provide the following documents for application:

a. Candidates complete the application form available at the school.

b. Parents provide the following documents:

i. Recently taken 3 headshot photos

ii. Transcript (taken from Elementary School)

iii. Copy of Identification Card

**2.** Applications of new students who have lived abroad and/or have a good command of English are accepted for an interview and evaluation.

**3.** The candidates whose applications are positively evaluated are admitted to a scholarship interview for Grade 1 and Grades 2 to 4 and 6 to 8 are subjected to the Entrance Examination. In the related examination, questions are asked from each of the following separately: Non-verbal reasoning test, Social Studies, Turkish, English, Mathematics, and Science.

**4.** The examination results of the candidate are evaluated by the Examination Committee. The School Administration decides if the student can be accepted and the scholarship percentage for the student based on the examination results and the decision is communicated to the candidate’s parent.

**Grade 5 Admission Procedures**

**1.** Entrance exam application procedures:

**a.** Candidates complete the application form that is available on the school’s website

**b.** Parents provide the following documents:

**i.** Recently taken 3 headshot photos

**ii.** Transcript (taken from Elementary School)

**iii.** Copy of Identification Card

 **c.** The school issues entrance exam admission card for the student

**2.** First Stage Entrance Exam:

**a.** In the First Stage; Turkish, Mathematics, Science, and Social Studies are included.

**b.** Based on the first stage exam results, the board and the parents are notified if their child is admitted to the second stage exam.

**c.** Parents are notified when their child should report for the second stage exam.

**3.** Second Stage Entrance Exam:

**a.** The Second Stage consists of Turkish interview, Turkish essay writing, English exam, and a non-verbal reasoning test.

**b.** Parents are expected to attend school information meetings during the scheduled exam time. **c.** If the candidate is absent/late (beyond 15 minutes) in the second stage exam, the candidate is not given another chance.

**d.** Based on the first and the second stage exam results, the board and the parents are notified if their child is eligible for admission and scholarship.

**4.** The school registrations are made in June.

**Last updated on February 21st 2019**

**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 a two-stage high school entrance examination.

2- Entrance Exam Application procedures

a. Candidates complete the application form.

b. Parents authorize the application and provide the following documents,

i. Recently taken 3 headshot photos

ii. Transcript (taken from Middle School)

iii. Copy of ID

c. The school issues entrance exam admission card for the student.

3- First Stage Entrance Exam

a. In the First Stage, Turkish, Mathematics, Science, English and Nonverbal Reasoning Tests are included. b. Based on the first stage exam results, the board and the parents are notified if their students admitted to the second stage exam

c. Parents are notified when their child should report for the second stage exam

4- Second Stage Entrance Exam

a. The Second Stage consists of Turkish and English interviews, Turkish Essay, and Music and Art exams b. Parents are expected to attend school information meetings during the scheduled exam time c. If the candidate is absent/ late (beyond 15 minutes) in the second stage exam the candidate is not given another chance

d. Based on the first and the second stage exam results, the board and the parents are notified if their child is eligible for admission and scholarship.

5- 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 11 Admission Procedures**

To be eligible for admission into grade 11, applicants must have demonstrated successful performance on international exams as determined by the rectorate. Admission is determined by successful performance on the written and oral entrance exams in the subjects the student will study.

**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 scholarship interviews (kindergarten and grade 1) or their performance on the admissions exams (grades 2-11). Parents sign the tuition scholarship agreement document when they officially register their child to the school. The tuition scholarship agreement has been developed to foster academic excellence and includes conditions for the continuation of scholarships. If the conditions are not met by the students, parents agree and confirm that their child’s tuition scholarship will be decreased by 50% for the next academic year.

**Additional Scholarships**

Additional scholarships may be granted for lunch, transportation, books, and social activities. The parents who make a request for additionalscholarships 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 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. The conditions for the continuity of additional scholarships that students are granted at Bilkent Erzurum Laboratory School are the same as the conditions in the scholarship agreement. 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 and shared with the faculty for input. Final approval is made by the Board.

BLT 11 October 2018

Approved by the Board, 15.10.2018



**T.C.**

**YAKUTİYE KAYMAKAMLIĞI**

**İHSAN DOĞRAMACI VAKFI**

**ERZURUM ÖZEL BİLKENT LABORATUVAR İLKOKULU**

**EĞİTİM BURSU TAAHHÜTNAMESİ**

İhsan Doğramacı Vakfı Erzurum Özel Bilkent Laboratuvar İlkokulunda ücretsiz okutulacak öğrencilerin burs süresi sadece okulda eğitim-öğretim gördükleri akademik yıl için geçerlidir. Tam/Kısmi burslu okuyan öğrencilerin bursları her yıl aşağıda belirtilen şartlara göre Burs Denetleme Kurulu tarafından öğretim yılının son haftasında bir sonraki yıl için devamı ya da %50 oranında kesilmesi değerlendirilir.Bursun devamı için öngörülen koşulları yerine getiren ve sınıf tekrarı yapmayan öğrenciler ilkokul dördüncü sınıftan ortaokula geçinceye kadar yararlanabilir. Kısmi burslu öğrencilerden yıl sonu ağırlıklı not ortalaması 98 ve üzeri olan öğrenciler (sadece dördüncü sınıf öğrencileri) sadece bir sonraki eğitim-öğretim yılı için ücretsiz eğitim görme hakkına sahip olurlar.

**Bursun Devamı için Öngörülen Koşullar**

1) Öğrencinin öğrenim gördüğü eğitim-öğretim yılında özürsüz devamsızlığının 3 gün ve üzerinde olması, 2) Öğrencinin öğrenim gördüğü eğitim-öğretim yılında uzun süreli tedavi gördüğünü sağlık raporu ile belgelendirenler hariç, bulundukları sınıfta sınıf tekrarı yapmamış olması gerekmektedir.

Velinin; Öğrencinin

Adı Soyadı: Adı Soyadı:

Veli T.C. No: Sınıfı:

İş Adresi:

Ev Adresi:

Telefon:

İmza:

Ücretsiz okuma hakkını kaybeden öğrencilerin okul müdürlüğüne sunulmuş veli dilekçesi ile itiraz hakkı saklıdır.



**T.C.**

**YAKUTİYE KAYMAKAMLIĞI**

**İHSAN DOĞRAMACI VAKFI**

**ERZURUM ÖZEL BİLKENT LABORATUVAR ORTAOKULU**

**EĞİTİM BURSU TAAHHÜTNAMESİ**

İhsan Doğramacı Vakfı Erzurum Özel Bilkent Laboratuvar Ortaokulunda ücretsiz okutulacak öğrencilerin burs süresi sadece okulda eğitim-öğretim gördükleri akademik yıl için geçerlidir. Tam/Kısmi burslu okuyan öğrencilerin bursları, her yıl aşağıda belirtilen şartlara göre “Burs Denetleme Kurulu” tarafından öğretim yılının son haftasında bir sonraki

yıl için devamı ya da %50 oranında kesilmesi hususunda değerlendirilmektedir. Bursun devamı için öngörülen koşulları yerine getiren ve sınıf tekrarı yapmayan öğrenciler ortaokuldan mezun olana dek burstan yararlanabilecektir. Kısmi burslu öğrencilerden yıl sonu ağırlıklı not ortalaması 98 ve üzeri olan öğrenciler, sadece bir sonraki eğitim-öğretim yılı için ücretsiz eğitim görme hakkına sahip olacaktır.

**Bursun Devamı İçin Öngörülen Koşullar**

1. Öğrencinin öğrenim gördüğü eğitim-öğretim yılına ait not ortalamasının en az 85 olması 2. Öğrencinin öğrenim gördüğü eğitim-öğretim yılı içerisinde özürsüz devamsızlığının 3 gün ve üzerinde olmaması

3. Öğrencinin öğrenim gördüğü eğitim-öğretim yılı içerisinde Milli Eğitim Bakanlığı İlköğretim Okulları Yönetmeliği gereğince Öğrenci Davranışlarını Değerlendirme Kurulu tarafından, okuldan uzaklaştırma almamış olması

4. Öğrencinin okul sonrası ve/veya hafta sonu etkinliklerine (takım antrenmanları, etüt, kaynaştırma programları) düzenli olarak katılmış ve 2 günden fazla özürsüz devamsızlık yapmamış olması 5. Öğrencinin, sağlık sorunları nedeniyle 3 günden fazla özürlü devamsızlık yapması durumunda tam teşekküllü devlet hastanesinden alınacak olan raporu okul idaresine sunması gerekmektedir.

Velinin Öğrencinin

Adı Soyadı: Adı Soyadı:

TC No: Sınıfı:

İş Adresi:

Ev Adresi:

Telefon:

İmza:

Ücretsiz okuma hakkını kaybeden öğrencilerin okul müdürlüğüne sunulmuş veli dilekçesi ile itiraz hakkı saklıdır.



**T.C.**

**YAKUTİYE KAYMAKAMLIĞI**

**İHSAN DOĞRAMACI VAKFI**

**ERZURUM ÖZEL BİLKENT LABORATUVAR LİSESİ**

**EĞİTİM BURSU TAAHHÜTNAMESİ**

İhsan Doğramacı Vakfı Erzurum Özel Bilkent Laboratuvar Lisesinde ücretsiz okutulacak öğrencilerin burs süresi sadece okulda eğitim-öğretim gördükleri yıl için geçerlidir. Tam/Kısmi burslu okuyan öğrencilerin bursları her yıl aşağıda belirtilen şartlara göre Burs Denetleme Kurulu tarafından öğretim yılının son haftasında ve bir sonraki eğitim-öğretim yılının ilk haftasında bir sonraki yıl için devamı ya da %50 oranında kesilmesi değerlendirilir. Bursun devamı için öngörülen koşulları yerine getiren ve sınıf tekrarı yapmayan öğrenciler mezun oluncaya kadar burstan yararlanabilir. Kısmi burslu öğrencilerden yıl sonu ağırlıklı not ortalaması 90.00 ve üzeri olan öğrenciler sadece bir sonraki eğitim öğretim yılı için ücretsiz okuma hakkına sahip olurlar.

**Bursun Devamı için Öngörülen Koşullar**

**1)** Öğrencinin öğrenim gördüğü eğitim-öğretim yılının not ortalamasının en az 70.00 olması. **2)** Öğrencinin öğrenim gördüğü eğitim-öğretim yılında hafta içi özürsüz devamsızlığının 3 gün ve üzerinde olmaması.

**3)** Öğrencinin öğrenim gördüğü eğitim-öğretim yılında Milli Eğitim Bakanlığı Ortaöğretim Okulları Yönetmeliği gereğince okuldan uzaklaştırma cezası almamış olması.

**4)** Öğrencinin öğrenim gördüğü eğitim-öğretim yılında, öğrencinin Cumartesi günleri okulun zorunlu tuttuğu kurs çalışmalarına düzenli olarak katılmış ve bu kurslara 2 günden fazla özürsüz devamsızlık yapmamış olması.

**5)** Öğrencinin Yaz Okulu Programına düzenli olarak katılmış olması, yaz okulu süresince sağlık sorunları nedeniyle özürlü devamsızlık yapması durumunda tam teşekküllü devlet hastanesinden rapor alınması gerekmektedir.

Velinin; Öğrencinin

Adı Soyadı : Adı Soyadı :

Veli T.C.No. : Sınıfı :

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Ücretsiz okuma hakkını kaybeden öğrencilerin okul müdürlüğüne sunulmuş veli dilekçesi ile itiraz hakkı saklıdır.