

# Admissions Procedure

Families interested in sending a child to BBIS or BBIS Boarding should contact the Registrar to obtain a student application form. The completed form, together with the required documentation, must be sent to the Registrar. Only completed applications submitted together with all the required documentation will be considered. The application will be reviewed by the appropriate Principals. If admission is granted, BBIS will enclose a school contract and, if applicable, a boarding contract for signature when the letter of acceptance is sent. In all cases, the parents or guardians are notified by letter of the result of their application.

The parents have three weeks to countersign the contract and make arrangements for payment of fees.

When the contract is returned, an invoice for the registration fee will be sent to the parents. This registration fee is a one-time fee used for investment in buildings and equipment. Once the registration fee is paid, the student is placed on the school roll. An invoice for tuition will be posted to the parents in August. Sixty percent of the total bill is due on September 1, forty percent on January 1.

For local families, an appointment will be made to visit the school to discuss the student's transfer and the programme offered.

## Testing and Screening

Students will be tested and screened depending on age and language proficiency. This may include testing in Mathematics, German (for native German speakers attending a local school), and English (to assess the requirements for ESL support).

## Probationary Admission

In some instances, applicants may be granted probationary admission. For the applicant to remain at school, criteria documented for the specific student under consideration must be met. The time period for the fulfilment of the conditions will be determined on a case-by-case basis at the time of admission. The school reserves the right to insist that probationary terms are met.

## Boarding Applications

International families interested in sending a child to the boarding school should contact the Head of Boarding School. Non-EU students must be 15 years or older at the start of the desired school year, and EU students should be entering at least grade 6 in order to apply.