



In order to participate in the Tuition Enrollment Program (TEP) at Ocean Springs High School, TEP students, regardless of entrance year, will be enrolled in either the International Baccalaureate (IB) Diploma Programme or Advanced Placement Capstone during their junior and senior years. Failure to maintain required enrollment status at any time will result in removal from the Tuition Enrollment Program.

Tuition Enrollment Program (TEP) Process

- Determine number of openings by grade.
 - Once the number of openings is determined, classes will not be reduced or increased by changes in enrollment in the building.
- Student applications for the 2017-2018 school year will be accepted during the month of April, Monday-Thursday from 7:30-3:30 at the Ocean Springs Central Office.
 - Applications will be taken and held at the OSSD Central Office Building, 2300 Government St. A \$50.00 non-refundable application fee must accompany all new tuition applications.
 - Parents/Guardians must apply in person. Application forms may not be faxed, scanned, emailed or mailed.
- **Application Deadline: May 1, 2017**
 - Parents/Guardians complete the application packet and submit \$50.00 non-refundable application fee at the OSSD Central Office. At the time of application, Parents/Guardians shall present a photo identification that indicates their current residential address and the original birth certificate for the student applicant.
 - Parents/Guardians will be given packets which contain:
 - Description of the TEP Process
 - Off-Campus Misconduct Form
 - Statement of Requirements and Standards for the Tuition Enrollment Agreement
 - Parents/Guardians will need to make an appointment for the prospective student to submit a writing sample during the time of filling out the application.
 - All required documents for a complete application must be submitted within five (5) working day from the writing sample appointment.
 - Completed applications will be reviewed in the first two (2) weeks of May. All committee decisions are final.
 - In addition to tuition, AP test fees will be charged in the Freshman and Sophomore year.
 - In addition to tuition, IB fees and IB registration will be charged in the Junior and Senior year.
 - Parents/Guardians will be notified by phone or email if the release has been approved or denied.
- From the day of notification, Parents/Guardians will have five (5) business days to complete the Enrollment Process and meet with the Business Office.

Enrollment Process

- Enrollment will be concluded at the Registrar's Office at Ocean Springs High School. **All documents are due at the time of enrollment.**
- The following documentation is required to enroll a student under the Tuition Enrollment Program:

- Parent's/Guardian's driver's license/Picture I.D. and Student's birth certificate (will have been submitted in the Application Process noted above)
- Students complete immunization record
- Completed *Off-Campus Misconduct Form*
- Completed Release of Pupil Membership for Tuition Enrollment Agreement*
- Statement of Requirements and Standards for Tuition Enrollment* with the requested documents as appropriate for the student's grade level
- The opening will be offered to the next person on the waiting list if the enrollment documentation and the \$50.00 non-refundable tuition deposit are not received within five (5) business days after notification of whether the district of residence has agreed to release pupil membership.
- Tuition payment schedule will be established. Failure to pay the fee(s) and tuition balance by the 5th school day of each semester as agreed upon will result in student losing his/her slot and any tuition paid to date will be forfeited to OSSD.
- Completed enrollment materials will be reviewed by the committee. OSSD will not accept TEP students who do not meet all of the requirements as established in the Statement of Requirements and Standards for Tuition Enrollment Program (TEP) Administration Guidelines.

Renewal Process

- Renewals will be reviewed on an annual basis to determine if the student continues to maintain academic and student conduct eligibility for the Tuition Enrollment Program.
- The committee will meet at the end of each semester to determine if the TEP students are successfully meeting the requirements of the proposed track.
- Students enrolled through TEP will receive a letter in February every year to acknowledge their intent to return to OSSD for the following school year.
- Renewal of the Release of Pupil Membership for Tuition Enrollment Agreements will be sent to districts of residence.
- Failure to pay the fee(s) and tuition balance by the 5th school day of each semester as agreed upon will cause student to lose his/her slot and any tuition paid to date.
- Students enrolled through TEP must maintain a numeric average of 80 or above in each prescribed course as outlined in order to continue in the program.

Tuition Rate

2017-2018 OSSD Tuition Rates

\$3,000 per school year or \$3,250 if paying by the semester (subject to OSSD Board of Education annual rate determination).

***Tuition Payments:**

The OSSD Board of Education is required to determine a rate of tuition for the program that complies with the Mississippi Revised School Code. For the 2017-2018 school year, the rate of tuition will be \$3,000 if paid in full or \$3,250 (\$1,625) if paid by the semester.

Other Information

- If the family of a TEP student moves into the OSSD during the school year in accordance to OSSD School Admission Policy JBC, a tuition refund will be given on a per diem basis, once proof of residency has been established.
- Students will have a pre-prescribed program for freshmen and sophomore years as follows and will be required to maintain a numeric average of 80 or higher for each class:
 - Freshmen courses:
 - Algebra I (if not taken in 8th grade)
 - Honors Geometry
 - Honors Algebra II
 - Foreign Language I (if not taken in 8th grade; Honors if offered)
 - Foreign Language II (Honors if offered)
 - Honors Biology
 - Honors English I
 - AP Human Geography
 - Sophomore courses:
 - Honors Algebra II (if not taken in 9th grade)
 - Foreign Language II (if not taken in 9th grade; Honors if offered)
 - Chemistry
 - Advanced Math Plus
 - Algebra III
 - Honors English II
 - AP European History