

# POLICY GUIDE

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**Tuition for Non-Resident Students**

**Mar 16**

[See **POLICY ALERT Nos. 96, 109, 128, 143, 160, 171, 173, 189 and 208**]

## 5111.01 Tuition for Non-Resident Students

The Freehold Township Board of Education is authorized by N.J.S.A. 18A:38-3 to admit pupils who are not residents in the Freehold Township School District to the Freehold Township School District upon such terms and conditions as the Board of Education may establish.

The Board promulgates that attendance at the Freehold Township School District by private tuition students is a privilege, not a right. The Board may agree to accept pupils who are children of non-resident staff members who have attained the age of five years on or before October 1 of the year in which entrance is sought in Kindergarten, or are age appropriate for the grade in which the pupil is enrolling in the Freehold Township School District.

- A. Any child whose parent(s)/guardian(s), hereinafter referred to as parents, reside outside the school district shall be considered non-resident. Non-resident pupils may be admitted on a tuition basis upon completion of the following:
1. Parents will complete an application to express their desire for their child to be considered for enrollment in the district. A copy of the applicant's birth certificate will be provided. The Superintendent or his/her designee will determine availability based upon the projected size of classes for the upcoming school year or the current size of classes if school is in session.
  2. The Superintendent or his designee will review all applications for admission.
  3. The parent will submit a \$100 non-refundable application and fee made payable to Freehold Township Board of Education. The fee will be applied to any tuition due or that becomes due. Staff members are directed to give all applicants fair and equitable consideration in accordance with Board policies.



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- B. Tuition for all enrolled pupils in kindergarten shall be according to a schedule set forth by resolution of the Board that may be modified by resolution on an annual basis. Rates will be established each March of the preceding school year.
1. The tuition rate for the 2017-2018 school year is \$6000 for one child in the family. Additional children will be charged \$4500 tuition each. This tuition rate will be reviewed by the Board annually.
  2. If accepted, a completed Pupil Tuition Contract and a \$500.00 (five hundred dollar) acceptance fee must be remitted to the School Business Administrator/Board Secretary within ten (10) school days of written notification of acceptance and will be applied toward the first tuition payment.
  3. Tuition payments may be made monthly beginning July 1 through April 1 for ten months. Advanced payment plans and payroll deductions may be requested.
  4. Should parents choose to remove a pupil after the first day of any month, there will be no prorated reimbursement.
  5. All fees and payments are non-refundable. In the event of non-payment of any charge or fee when due, parents agree that the pupil's enrollment may be canceled and the pupil shall be withdrawn from the Freehold Township School District immediately upon notice from the Superintendent. In addition to removal, all outstanding balances will be forwarded to collections, the expense of which to be borne by the parents.
- C. The Board reserves the right to withdraw private tuition status from any pupil admitted under the policy for academic or disciplinary reasons or failure to pay tuition. If this occurs, the home district of the pupil will be notified.
- D. Pupils are admitted under this policy with the assumption that their educational needs can be addressed at any incremented cost to the district equal to or less than the amount of tuition they are asked to



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pay. Should it be determined at any time that this is not so, the Board reserves the right to withdraw non-resident tuition students or request supplemental fees for the program.

- E. The parents/guardians of tuition students will be responsible for transportation at their sole expense.
- F. Pupils shall maintain appropriate academic and/or social standards and adhere to school disciplinary requirements. In the event a pupil fails to do so, the Board may terminate the enrollment of that pupil in the Freehold Township School District.
- G. The Freehold Township Board of Education will accept children of staff members into the District's regular education program, as availability exists. Students who have been classified as eligible for special education and related services may be admitted to the District's classrooms, so long as the District determines that the student's IEP, as drafted by his or her home district, may be implemented in the general education program by a general education teacher, without any additional services or accommodations than what can be provided in that cost to the Board, the student shall be referred back to his or her home district, as the home district has an obligation to meet the student's needs pursuant to the IDEA and N.J.S.A. 6A:14-1.1. et seq. The parents of any non-resident classified student are aware and agree that the home district's Child Study shall be contacted with any questions, concerns or request for changes to the student's IEP. If a non-resident student has a 504 Plan that requires additional accommodations, the District shall review the 504 Plan and make a determination whether the District can provide those accommodations at the regular tuition rate. If the accommodations under the 504 Plan are deemed an additional cost to the Board, the student shall be referred back to his or her home district, as the home district has an obligation to accommodate the student's needs pursuant to state and federal statutes and regulations. The District shall not be responsible for the transportation of any non-resident student, as set forth in Paragraph E.
- H. If after a non-resident's student is admitted to the District's program, he or she is suspected of being eligible for special education and



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related services, the parent shall make the initial referral in writing to the home district. The District shall not have any responsibility under the IDEA or New Jersey regulations to conduct an initial evaluation or handle the referral, and it shall be the sole responsibility of the home district to conduct an initial evaluation, pursuant to N.J.A.C. 6A:14-1.1 et seq. If after the home district's initial evaluation the student is deemed eligible for special education and related services by his or her home district's Child Study Team, the parents would provide the District with a copy of all evaluations and the initial IEP. The parents and the District will meet to determine whether the IEP could be implemented in the program provided by the District and if the cost of tuition would need to be adjusted based on the student's individualized needs. If the District determines that it would not be able to meet the student's needs, the contract would be terminated and the home district would be contacted.

- I. In accordance with laws and the Board's own policy, the decision to admit or to readmit a non-resident tuition student shall not be based upon gender, race, religion, economic status or social status.
- J. Two notifications will be sent through e-mail informing staff of the date in which request for enrollment of pupils of non-resident staff members will be accepted. An announcement will be made to all staff through email annually announcing the opportunity for children of non-resident staff members to attend district schools. A date will be established at which time requests will be accepted. A list will be maintained in the order in which requests were received. Enrollment will be first come, first enrolled based upon the list. Children of non-resident staff members will be accepted until enrollment reaches district established maximums at each grade level, given the demographic profile of each building, but in no event to exceed the district's established maximums per grade level.
- K. School assignments for children of non-resident staff members shall be at the discretion of district administration. Priority will be given for students to attend a school on the same time schedule as the school in which the staff member is employed, when possible. However, enrollment figures will guide placement decisions. Once a child of a non-resident staff member begins in a school, he or she will be



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permitted to remain in that school regardless of enrollment figures. If a non-resident staff member terminates employment with the district prior to the end of the school year, the pupil may remain until the end of that school year and then must dis-enroll. The parent must pay the remainder of tuition at the time of leaving the district.

- L. The Superintendent shall report to the Board of Education from time to time regarding non-residential tuition program and the Board shall evaluate the same during the first quarter of each calendar year.
- M. Non-resident tuition students shall be afforded the same educational opportunities as resident pupils, and all laws, regulations, and requirements applicable to resident pupils shall apply to non-resident pupils.
- N. In the event acceptance of non-resident tuition pupils is rendered impossible by law, judgment or decision or otherwise, the Board's only liability shall be for the return of any unearned tuition payments.
- O. Non-resident tuition admission decisions will be made according to Board policy and by the Superintendent of Schools and approved by the Board of Education. All acceptance decisions are final.
- P. Students will be placed in a school designated by administration, but in no event shall the student be placed in the school in which his/her parent works.
  - 1. If it is determined that the only school available is the school in which the parent works, based on the district's discretion, factoring in all aspects of district management, one of the following decisions will be made:
    - a. the parent staff member may be asked to transfer to another school in order to bring the student into district.
    - b. the student may be denied admission.



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- c. any other feasible alternative administration deems appropriate for the situation.

(Second Reading May 23, 2017)

(Revised by ND)

