

**Regulation**

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TUITION

Admission Criteria

Under the general authority granted to New Jersey school districts, Bordentown Regional School District will admit non-resident students, upon payment of tuition and according to the following guidelines:

- A. The parent or guardian of the student shall make written application to the superintendent requesting admission to the school district;
- B. The parent or guardian shall agree to pay the established tuition rate for elementary or secondary school as established by the board. Such tuition shall be payable 9/1/, 11/1, 2/1, 4/1, and shall be forwarded to the board secretary/school business administrator;
- C. The student shall present a satisfactory scholastic, discipline, and attendance record from the prior school district, which is acceptable to the Bordentown Regional School District;
- D. All new students will be required to have a complete physical examination by their family physician or the school physician upon registration;
- E. The student shall maintain a satisfactory scholastic record, as well as a satisfactory discipline and attendance record. Students who cannot comply with this requirement may not continue as tuition students in the district;
- F. Nonresident tuition students shall be subject to all policies and regulations governing the conduct and behavior of resident students;
- G. Nonresident tuition students shall be entitled to the benefits of all district activities and instructional programs available to resident students;
- H. Nonresident tuition students shall be accepted and enrolled on a space available basis, subject to size of classes and as recommended by the superintendent;
- I. Nonresident students will be responsible for transportation.

Admission Procedures

The following procedures apply to the admission and continuation of tuition paying students:

- A. Parents shall submit a written request to the superintendent to enroll the student on a tuition basis;
- B. The principal shall schedule an interview, do a telephone check with the principal of the previous school to determine if the student has a satisfactory academic and conduct record. In addition, the principal shall determine if there will be appropriate programs and available space for the student;
- C. The principal shall then provide a written recommendation to the superintendent either accepting or rejecting the student for tuition status. Decisions by superintendent are final.
  - a. If the student is rejected, the superintendent shall notify the parents;
  - b. If the student is accepted, the superintendent shall notify the parents stipulating the amount of tuition, the effective date of enrollment, and instructs the parents to complete the registration procedure;
  - c. Copies of the acceptance letter shall be forwarded to the principal and business administrator;

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- D. The business administrator shall submit a bill to the parents for tuition, indicating the amount and dates of required payments. The bill shall include the stipulation that if payments are not made on the dates required, the student will be excluded from school;
- E. In the event that a parent fails to make payment as required, the business administrator will send a letter advising the parent that tuition enrollment will end on a certain date and that recommendation has been made to the Superintendent that the student be excluded from school unless payment is made within 10 days;
- F. If payment is not received within the 10 day limit, the superintendent will send a letter informing the parent that the student will be excluded from school, listing the effective date for the exclusion. A copy of the letter will be forwarded to the principal and the business administrator;
- G. Once a student has been admitted on a tuition basis, their status will be reviewed annually and enrollment continuation will be offered only if space is available. If there are more students than spaces, a lottery will be held for these spaces. The district will notify the student no later than April 30<sup>th</sup> each year.

Classified Tuition Students

The Bordentown Regional Board of Education will determine, on an annual basis, if it will accept tuition students for special education programs. Placement in these programs is determined by a child's individual education program (IEP) and it is a requirement that the programs must meet the provisions of that IEP. The following procedure will apply:

- A. By no later than September 30<sup>th</sup> of each year, the director of the child study team will complete an analysis of programs offered in the Bordentown Regional School District;
- B. The Director will submit recommendations for space availability to the superintendent, who will present it to the board, no later than the first October meeting of the board;
- C. In deciding on whether or not to accept tuition students, the top priority will be to make certain there is appropriate room for the Bordentown Regional School District students;
- D. If the board shall approve accepted tuition students, the director of the child study team will notify the county director of special education who will notify districts of availability.
- E. Payment of Tuition:
  1. Special education placements are determined by a child's district of residency based on a child's IEP;
  2. The district of residence is responsible for tuition payment as per a contractual agreement governed by code. This contract covers the cost of transportation and all related services, such as, but not limited to, 1:1 aides, health services, and assisted technology;
  3. Tuition for the basic program is determined based on the state formula plus the cost of additional services required by the IEP. Tuition will be modified if services change;
  4. An agreement to accept a tuition student DOES NOT include a guarantee that the Bordentown Regional School District will transport that student. Transportation is the responsibility of the sending district. The sending district pays the full cost of transporting the student;
  5. Bordentown Regional School District placements are not open to individuals who wish to place children without the authority and recommendation by a child's district of residence;
  6. All tuition contracts between the sending district and the Bordentown Regional School District must be executed before a child can begin attending the Bordentown Regional School District program;
  7. Tuition is billed on a monthly basis.
- F. Conditions Of Placement:

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1. All children entering the program must follow all rules and standards of behavior expected of Bordentown Regional School District students. It is understood that, after mandated procedures do not work, a student can be removed from a program;
2. All children are placed with the understanding that the placement is for one (1) school year and will be reexamined for availability at the time of a child's annual reevaluation;
3. It is understood that, like all tuition agreements, tuition paid is not refundable if a child is removed from a program;
4. Case management, evaluations, annual reviews, reevaluations, and other such support, are the responsibility of the sending district.
- 5.

Nothing in board policy and procedure 3240 Tuition shall require the district accept tuition students in any given year.

Adopted:	September 20, 2006 (classified students)
Revised:	December 6,, 2006, March 2008 (classified students)
Adopted:	September 6, 2006
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