

Board of Education First Reading 11/19/20

Board of Education Second Reading and Approval 12/17/20

POLICY

Neptune City Board of Education

5111.1 – NON-RESIDENT TUITION STUDENTS

The Neptune City Board of Education is authorized by N.J.S.A. 18A:38-3 to admit students who are not residents of the Neptune City School District upon such terms and conditions as established by the Board.

For the purpose of encouraging and enhancing the academic and social emotional environment, the Board may agree to accept non-resident tuition students to attend grades Pre-Kindergarten (PreK) through eight subject to the following requirements, terms, and conditions:

- A. The Chief School Administrator (CSA) will review all applications for admission pursuant to admission guidelines as state hereinafter. All non-resident student applicants recommended by the CSA for acceptance shall be presented to the Board for approval by a student number and grade level in consideration of confidentiality. The parent/guardian of the non-resident student applicant must confirm in writing the intended enrollment of the student to the School Business Administrator/Board Secretary within ten days of the receipt by the parents/guardians notice of Board approval.
- B. A non-refundable fee of \$150 made payable to the “Neptune City School District” will be collected with each original application. The fee will not be applied to any tuition due or tuition that becomes due.
- C. Any non-resident tuition student applicant whose parents/guardians are domiciled outside of the school district shall be considered non-resident. Non-resident students may be admitted on a tuition basis upon the following conditions:
 - a. The CSA certifies, in consultation with the Board, that class size, with the admission of the non-resident student applicant, can accommodate additional students without any impact on student performance, staffing, and resources.
 - b. The CSA certifies that the educational needs of the non-resident tuition student applicant are such that no additional expenditures beyond the tuition charged by the Board will be required.
 - c. The parents/guardians of the non-resident tuition student applicant will complete, sign, and submit a Neptune City School District Non-Resident Tuition Application Form, 5111.2, and all other admission requirements submitted to the CSA for review.

- d. The non-resident tuition student applicant will be interviewed by the CSA.
 - e. The non-resident tuition student applicant may be administered placement/screening assessments by school district personnel.
 - f. All prior school records of the non-resident tuition student applicant shall be presented upon request of the CSA.
 - g. The parents/guardians of the non-resident tuition student applicant will submit two letters of recommendation, one from an administrator and one from a teacher at the school last attended by the non-resident student applicant.
- D. Upon recommendation of the CSA, the Board reserves the right to remove any student admitted under this policy for reasons of discipline, code of conduct infractions, attendance, appropriate academic progress, and/or failure to pay tuition. If this removal occurs, the student's home school district will be notified.
- E. Students are admitted under this policy upon the assumption that their educational needs can be addressed at an incremental cost to the school district equal or less than the amount of tuition they are required to pay. Should it be determined at any time that this is not so, the Board reserves the right to remove the non-resident tuition student or request supplemental fees for the program non-resident tuition student is attending.
- F. The parent/guardians of non-resident tuition students will be responsible for transportation. The Board shall not be responsible for the transportation of any non-resident tuition student.
- G. Non-resident tuition students shall be afforded the same program opportunities as resident students. However, if the school district determines special services, additional personnel, equipment, and/or materials are required for a non-resident tuition student to continue his/her enrollment, the parents/guardians will be notified in writing by the CSA. Payment for any special services, additional personnel, equipment, and/or materials will be due within 30 days after the billing date. Failure to pay the additional cost will constitute cause for removal of the student from the Neptune City School District.
- H. In accordance with law and Board policy, the decision to admit, decline admission, or readmit a non-resident tuition student shall not be based upon gender, race, religion, economic status, or social status.
- I. The CSA shall report to the Board each marking period regarding the non-resident tuition student program. The Board shall evaluate the program during the first quarter of each calendar year.

- J. Tuition for all non-resident tuition students enrolled in grades PreK through eight shall be in accordance with a schedule approved by the Board. The schedule may be annually modified by the Board. Rates will be established each April of the preceding school year and notification of the schedule will be provided to all non-resident tuition and prospective students. The following criteria governs the contract between the Board and the parents/guardians of the non-resident tuition students:
- a. Within 10 days of written notification of acceptance of the non-resident tuition student applicant, a completed Neptune City School District Non-Resident Tuition Acceptance Form, 5111.3, and a \$250 non-refundable acceptance fee must be remitted to the School Business Administrator/Board Secretary. The acceptance fee will be applied toward the first tuition payment.
 - b. Parents/guardians of non-resident tuition students in grades PreK through eight shall agree to pay annual tuition as approved by the Board. Annual tuition may be paid in full or in two equal installments due by September 1st and January 1st. Alternate payment plans due to individual circumstances may be requested and will be subject to the discretion of the School Business Administrator/Board Secretary.
 - c. Parents/guardians shall agree to comply with all requirements set forth in this policy. Failure to comply will result in the cancellation of enrollment for the non-resident tuition student with all fees and payments being non-refundable.
 - d. All laws, regulations, and requirements applicable to a resident student shall apply to a non-resident tuition student.
 - e. In the event acceptance of a non-resident tuition student rendered invalid by law, judgment, legal decision, or otherwise, the Board's only liability shall be for the return of any pro-rated tuition payments.
 - f. Tuition paid will be refunded under the following conditions:
 - i. Should the parents/guardians of the non-resident tuition student withdraw their child, tuition will not be reimbursed.
 - ii. Should the parents/guardians of the non-resident tuition student move out of the area where it would be deemed unreasonable to expect continued enrollment in the Neptune City School District, the parents/guardians will be reimbursed paid tuition on a prorated basis.
 - iii. Should the CSA recommend, and the Board approve, the removal of a non-resident tuition student, the parents/guardians will be reimbursed paid tuition on a prorated basis.