

Regulation

NONRESIDENTS

Tuition Student Guidelines

Under the general authority granted to New Jersey school districts, the district will admit nonresident pupils, upon payment of tuition, and according to the following guidelines.

- A. The Chief School Administrator is empowered by the board to receive and accept applications by nonresident parents or guardians for the admission of their children to the regular education program on a tuition basis. This will apply to students who are eligible for admission to grades Pre-K through 8. No district special education program is available for tuition pupils.
- B. Non-resident tuition students shall be accepted and enrolled on a space available basis, subject to size of classes as recommended by the Chief School Administrator.
- C. The parent(s) or guardian(s) of the student shall make a written application to the Chief School Administrator requesting admission to the school district.
- D. The student shall present a satisfactory scholastic, discipline and attendance record from his/her prior school district or school which is acceptable to the district as determined by the Chief School Administrator. In addition, any IEP, 504, or medical history that might impact the student's daily instruction must be presented at time of application.
- E. The student will be assessed in the area of reading and math to determine program placement in the district, prior to an entrance decision being made.
- F. The Chief School Administrator is authorized by the Board to accept or reject requests for enrollment under the above provisions. The Chief School Administrator shall establish procedures and timelines for the acceptance of nonresident students. These procedures will be reviewed annually by the CSA and posted on the district website.
- G. Consideration for an eligible tuition student will be done based on applications received prior to April 30 of the previous school year for which enrollment is sought. If there are more applicants than there are seats at any grade level, the district shall conduct a lottery and create a waiting list based on position in the lottery. Notification of acceptance/rejection/waitlist of a tuition student will be sent to the parent/guardian after the June Board meeting. Additional tuition students may be accepted prior to the start of the school year if seats are available.
- H. Priority enrollment for available seats will be granted in the following order:
 - a. Pre-K through 8th grade students already enrolled under tuition policies
 - b. Students who are former residents and were enrolled in the district at the end of the school year prior to the admission year
 - c. Siblings of non-resident students who are enrolled during the school year prior to the admission year will be considered for enrollment depending on class size, admission criteria, and Board approval. Siblings of non-resident students must complete the full application process to be considered. In the event there are more siblings than there are seats available in a class, a lottery will determine which student(s) get priority.
 - d. Children of nonresident staff members that meet eligibility criteria in the policy.
 - e. Any other eligible student.

TUITION STUDENT GUIDELINES (continued)

- f. If there are more requests for enrollment under (e), than there are seats available in any grade level, a lottery will be conducted to determine admission and a waitlist will be created based on the lottery.
- I. A nonresident tuition student may enter the school system only in September, when classes commence for the school year.
- J. Tuition and Tuition Payment
1. Setting Tuition: The parent(s)/guardian(s) of a student enrolled in the district who have residence outside the district, and whose student has been accepted based upon a recommendation of the Chief School Administrator for continuation or placement for any school year, shall be required to pay tuition based on rates, which shall be set by the Board prior to the start of each school year and shall include all costs associated with the program to be provided to the student. If, during the course of the school year, the student requires additional services, the tuition amount for the remaining school year shall be adjusted appropriately. The parent/guardian of a nonresident student shall be fully responsible for the total cost of the educational program provided to the nonresident student.
 2. Payment of Tuition: Tuition shall be due and payable on the first business day of the month preceding the month of attendance. EXAMPLE: A student who enrolls for September will have payment due in full by August 1 or shall make 10 equal payments due August 1, September 1, October 1, November 1, December 1, etc. with no payment due in June. Failure to make payment or 3 late payments at any point during the school year may result in nonrenewal of the tuition student in the following year.
 3. Waiver of Tuition: In cases of financial hardship, the legally responsible adult(s) may petition the Board in writing through the Chief School Administrator for a waiver or reduction of tuition. The final decision rests with the Board and shall be determined on a case-by-case basis with no case serving as a precedent for another.
 4. Prorated Tuition Payments: Where the non-resident student terminates attendance before the last day of the school year, the total tuition shall be prorated based on the number of days the school was in session from the first day of attendance through the last day of attendance, divided by the number of days in the school year.
- K. Continued Enrollment: The continued enrollment of a nonresident, tuition-paying student may be terminated at any time on a recommendation of the Chief School Administrator based on concerns regarding: class size, enrollment, discipline, program delivery, academic performance, or for other reasons as determined by the Chief School Administrator. In such an event, tuition shall be due to the district through the end of the last day of school attended.
- L. The student shall maintain a satisfactory scholastic record, as well as a satisfactory discipline and attendance record, and timely tuition payments. Students who do not, in the judgment of the Chief School Administrator, comply with this requirement, will not be renewed as tuition students in the district.
- Unsatisfactory is defined as:
- a. Attendance- 18 or more days absent in any one school year
 - b. Academic- the final grade average of 3-D's and/or 2-F's in any subject
 - c. Discipline- Multiple (3 or more) violations of the student code of conduct and/or HIB policy requiring an after school detention or suspension
 - d. Non-payment of tuition with more than 3 months in arrears at any point during the year
- M. Nonresident tuition students shall be subject to all policies and regulations governing the conduct and behavior of resident students.

TUITION STUDENT GUIDELINES (continued)

- N. Nonresident students shall be afforded all of the rights of a resident student including access to extracurricular programs.
- O. The Board shall not be responsible for the transportation to or from the school of any non-resident student.

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Stone Harbor
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