

<b>FREDERICK COUNTY PUBLIC SCHOOLS</b>	<b>Reg. No. 400-16</b>
<b>Subject:</b> <b>TUITION FOR STUDENTS</b>	<b>Issued:</b> <b>9/17/79</b>
<b>Preparing Office:</b> <b>Office of the Superintendent</b>	<b>Amended:</b> <b>7/20/17</b>

I. Policy 430

II. Procedures

A. Process

1. The Department of Student Services shall be responsible for processing applications of nonresident students and recording their tuition status.
2. Requests for tuition waiver shall be acted upon by the director of Student Services.
3. Non-resident applications for enrollment must be submitted yearly. Requests for enrollment beyond the initial approval year will be evaluated by the director of Student Services based on timely payment of tuition, adherence to attendance guidelines and assessment that enrollment under a tuition-based arrangement has been satisfactory.

B. Tuition Rates - The tuition rate for kindergarten, grades 1-12, summer school, evening high school, and virtual school students shall be determined annually based on most recent per pupil costs.

1. The Finance Office will invoice parents or guardians for tuition payments when enrollment is authorized by the director of Student Services.
2. Tuition is payable on a quarterly basis. A minimum of 25% of the total tuition charge must be paid before the opening day of school. The second, third, and fourth payments must be paid before the beginning of the second, third, and fourth marking periods, respectively.
3. Students whose parents are planning to move into Frederick County are subject to tuition charges until the time they have established a bona fide residence in the county. If there is written documentation from a landlord or builder that residency will be established within sixty (60) days of the enrollment, no tuition will be charged.
4. Students whose parents move out of the county when the student is in the twelfth grade or the final quarter of any other grade may complete the year without payment of tuition.
5. Tuition is effective from the date of enrollment even though tuition charges have been deferred pending investigation, or the student is not identified as a tuition student until later in the school year.

6. Tuition may be prorated based on the appropriate annual cost divided by the number of instructional days to arrive at a daily cost multiplied by the number of days that the student is enrolled in a Frederick County public school.
7. If tuition is not paid when due, the director of Student Services shall send the parent or guardian a registered letter stating that the student will be withdrawn from school at the end of the marking period where the delinquent payment has occurred if tuition is not forthcoming.
8. The child(ren) of a benefited employee of Frederick County Public Schools who lives out-of-county may attend Frederick County Public Schools tuition free.

C. Tuition Waivers

1. Collection of tuition may be waived by the Superintendent or his/her designee for periods up to one semester to permit completion of investigation of eligibility for clarification of student's legal status provided there is written documentation.
2. Temporary waiver of tuition charges will not cancel the obligation of tuition payment from the date of the nonresident student's enrollment.
3. In the event of unforeseeable and uncontrollable circumstances in which the general welfare of the child is in actual jeopardy, such as:
  - a. Child abuse or neglect
  - b. Death or serious illness of the child's parent(s) or legal guardian(s)
  - c. Abandonment of the child
  - d. Other extremely undesirable and uncontrollable conditions in the home of the child's parent(s) or guardian(s)

A request for waiver of tuition may be submitted to the Superintendent for approval. In such instances, tuition may be waived only for such period as the circumstances are shown to exist by supporting documented evidence. Each waiver will be reviewed annually to determine if the circumstances resulting in the waiver continue to exist.

Approved:

*original signed by*

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Theresa R. Alban  
Superintendent