

STUDENTS

5118(a)
Administrative Regulation

NON-RESIDENT ATTENDANCE

Waiver of Tuition/Tuition Charges

When a family is moving into the district but does not have a legal residence at the time the school year commences, and;

The Board of Education has approved a tuition waiver for a period not to exceed six weeks,

A pro-rata tuition rate will be charged for all days the student is in attendance beyond the six-week period. In order for tuition charges to cease, the family must provide evidence of residency satisfactory to the Administration, which could consist of one or more of the following:

- a) copy of a signed lease,
- b) copy of real estate closing papers,
- c) copy of certificate of occupancy (CO) executed by the local Building Inspector,
- d) copy of mover's contract,
- e) home visit by school personnel, or
- f) copy of other form of confirmation deemed acceptable to the Administration.

In order for a request for a tuition waiver to be submitted to the Board for consideration, the family must first provide the Administration with proof of their intention to move to the attendance area within six weeks. Such proof could consist of one or more of the following:

- a) a realtor's agreement to purchase or rent,
- b) a builder's estimate for completion of construction, or
- c) another form of proof acceptable to the Administration.

Nothing in this procedure shall be construed to affect the Board's right to refuse tuition status to an out-of-district student under the provisions of Board Policy 5118.

Tuition Payment Schedule

When a family is moving into the Litchfield Public School District but does not have a legal residence at the time the school year commences, and the Board of Education has approved a request for school attendance in the district for a child living outside the district, tuition must be paid to the school district in order for a child to be allowed to attend school in the district.

Tuition shall be paid as follows:

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5118(b) Administrative Regulation

Tuition for the first semester (September – January) will be due and must be received by the school district business office not later September 1st or the first day of the school year in which the child will attend school, whichever comes first.

Tuition for the second semester (January – June) will be due and must be received by the school district business office by January 1st of the school year in which the child will attend school.

For any portion of the school year during which tuition has been prepaid, should the family and child establish legal residence in the Town of Litchfield, a pro-rated portion of the tuition, based on an equal per diem cost, will be refunded to the parents for those school days when the child/family had legal residence in Litchfield.

If the Board has approved a tuition waiver for up to six weeks at the beginning of the school year and if the family has not established legal residence at the conclusion of the six week period (mid October). Prepaid tuition for the balance of the semester will be due as of the last day of the six week waiver period for continued enrollment and attendance in the school district.

Tuition must be paid prior to the student being allowed to attend classes in the school district. Tuition will be levied for each day of enrollment in school whether the child is present in school or not.