

FISCAL MANAGEMENT

Tuition

I. Tuition

A. Situations in which non-county residents requesting to attend on a tuition-paying basis.

Persons who are of legal school age but are not bona fide residents of Prince William County may apply for admission on a full tuition basis, with tuition being payable on a semester basis, in advance. The Request to Enroll a Tuition-Paying Student form must be completed and submitted to the requested school principal for approval (Attachment I). Requests for admission on a tuition basis must be submitted each school year and approval is granted only for one school year at a time. All requests to attend a school on a tuition basis shall be submitted to the requested school no later than two weeks prior to the start of the school year. After the start of the school year, tuition requests may be considered on a case-by-case basis.

Persons who are not Prince William County residents desiring to enroll in a Prince William County Public School (PWCS) on a tuition basis shall not be allowed to do so if they have a record of serious misconduct at the school previously attended. Admission may also be denied to any student who is not in good standing, under Regulation 745-1, "Long-Term Suspension or Expulsion of Students."

B. Situations in which school administration may make a decision to charge tuition. Determinations will be based on the information provided in the Student Information Worksheet for Custody, Tuition, and Eligibility for Enrollment (see Regulation 711-3, Attachment I).

1. Persons whose parents are non-Prince William County residents and who choose to live in this county with an adult other than the natural, adoptive, or foster care parent are subject to tuition.
2. Children who come into the county in advance of their parents, or who stay behind after their parents leave, so as to be able to attend school in the county, shall not be deemed county residents during the period of their parents' absence and are subject to tuition.

C. Situations in which school administration in consultation with the Office of Student Services may waive tuition:

1. When the parent/guardian of a 12th grade student move out of Prince William County prior to the start of or during the senior year. Approval shall be granted by the Office of Student Services in consultation with the school administration if space is available and there are no unusual considerations.
2. Persons residing within the Commonwealth of Virginia but outside of the PWCS attendance area who present a valid sales contract or lease on a residence in Prince William County shall be deemed eligible for tuition-free schooling for their school age child(ren) for no more than three months prior to their actual move into Prince William County. Such persons are responsible for adhering to the terms of the sales contract or lease with regard to occupancy dates. If the anticipated move-in does not take place within the three-month period, tuition may be charged. Parents/guardians must provide two additional types of documentation showing the residency (see Regulation 711-3, "Residency") within a three-month time period.

II. Tuition Rates and Payment Information

- A. Tuition rates of schools shall be established each year as recommended by the Superintendent of Schools and approved by the School Board. Tuition shall be equal to the pro rata cost of education, plus any actual additional costs of special education services, as provided in Virginia law. Unless otherwise established by the School Board, tuition for part-time attendance shall be the pro rata share of full-time tuition based on a typical class load.
- B. Persons who have paid tuition in advance and thereafter become entitled to a refund, either through becoming residents or through withdrawal, shall be refunded tuition on a pro rata basis computed from the daily tuition rate. In any situation where a student is withdrawn and less than one full month of a semester is remaining, an additional \$20 of the tuition paid may be retained by PWCS as a registration and records fee. Interest shall not be paid on refunds.
- C. After approval for tuition-paying status is granted, students will be notified of the payment procedures by the Office of Student Services prior to the start of the school year. Tuition shall be paid in advance, either in full or on a semester

basis, for the academic year in which enrollment takes place. If any tuition is past due, the student's enrollment shall be withdrawn until the account is current.

- D. Effective with the 2018-19 school year, the children of PWCS employees will receive a 25 percent reduction of the yearly tuition rate. The terms of payment will be the same as in II. C.

III. Tuition Appeal Process

- A. Persons whose admission to attend a school as a tuition-paying student is denied may appeal this decision in writing to the Deputy Superintendent.
- B. Persons who wish to request an appeal to a school-based decision to charge tuition may submit that request in writing to the Deputy Superintendent.

The Associate Superintendent for Student Learning and Accountability (or designee) is responsible for implementing and monitoring this regulation.

This regulation and related policy shall be reviewed at least every five years and revised as needed.

Request to Enroll a Tuition-Paying Student

Student Name:	Parent/Guardian Name:
Requested School:	School Year:
Address:	
Please indicate below why you wish to enroll the student in a Prince William County Public School as a tuition-paying student (attach additional sheets if necessary): _____ _____ _____ _____	
Parent/Guardian Signature: _____ Date: _____	
<u>Principal of requested school please complete the below section:</u>	
<input type="checkbox"/> Enrollment Approved <input type="checkbox"/> Enrollment Denied	
Reason (For denied requests only): _____ _____ _____	
Signature: _____ Date: _____	
Forward signed copy to the Office of Student Services for payment processing	

Date Received in Student Services: _____ Verification of SMS Data: _____