

# **BAY HEAD SCHOOL DISTRICT**

## **ADMISSION OF NONRESIDENT PUPIL TUITION POLICY**

The Board of Education of the Borough of Bay Head is authorized by N.J.S.A. 18A: 38-3 to admit pupils who are not residents in the Bay Head School District to the Bay Head Elementary School upon such terms and conditions as the Board of Education may establish.

For the purpose of encouraging academic and social interaction and to increase classroom enrollment, the Board may agree to accept some nonresident pupils in grades Kindergarten through Eight at Bay Head Elementary School, subject to the following requirements, terms and conditions:

- A. Upon the recommendation of the Chief School Administrator, hereinafter referred to as the CSA, nonresident pupils of all district employees are eligible for attendance at the Bay Head Elementary School free of charge subject to the same requirements, terms and conditions as all other nonresident applicants.
- B. Due to the special sending/receiving relationship, applications from residents of the Boroughs of Mantoloking, Lavallette and Point Pleasant Beach may be considered for acceptance at a tuition rate which is based upon the Department of Education's certified costs per pupil for tuition adjustment purposes pursuant to the provisions of N.J.A.C. 6A:23-3.1 unless otherwise directed, but only with the written permission of the Superintendent of the district of residence.
- C. A \$75.00 (seventy-five dollar) non-refundable fee will be collected with each original application. The fee will NOT be applied to any tuition due or that becomes due.
- D. The Principal shall review all applications for admission pursuant to tuition admission guidelines as stated hereinafter. All applicants shall be presented to the Board of Education with the CSA's recommendation as to each. The Board will determine whether or not to accept each applicant. Confirmation of intended enrollment to the Bay Head Elementary School should be received by the school Business Administrator/Board Secretary within ten days of the receipt of Board acceptance.
- E. Any child whose parent(s)/guardian(s), hereinafter referred to as Parents, reside outside the school district shall be considered nonresident. Nonresident pupils may be admitted on a tuition basis when the following are completed:
  1. The CSA certifies that class size is such that admission of an additional pupil would not be detrimental. Class size is not to exceed sixteen unless agreed to by Board action otherwise.

2. The Parents of the applicant complete the Application Form and sign it. This will be done annually. A current, signed and completed Pupil Tuition Contract will be required for all nonresidential pupils.
  3. The applicant is to be interviewed by the Principal.
  4. The applicant is to be tested appropriately by school personnel.
  5. All prior school records shall be presented upon request.
- F. Generally pupils will be accepted on a first-come first-served basis in accordance with this policy. The Board may from time to time choose to accept pupils out of order for what it determines to be good reason.
- G. The Board reserves the right to withdraw private tuition status from any pupil admitted under this policy for disciplinary reasons or failure to pay tuition. If this occurs, the home district will be notified.
- H. Pupils are admitted under this policy with the assumption that their educational needs can be addressed at an incremented cost to the district equal or less than the amount of tuition they are asked to pay. Should it be determined at any time that this is not so the Board reserves the right to withdraw private tuition status.
- I. No transportation shall be provided to any nonresident pupil and the Parents of said pupil shall accept the responsibility of transportation to and from Bay Head Elementary School.
- J. Pupils shall maintain appropriate academic and/or social standards and adhere to school disciplinary requirements. In the event a pupil fails to do so, the Board may terminate the enrollment of that pupil in the Bay Head Elementary School.
- K. When the district has determined special services, equipment and/or materials are required for a nonresidential tuition pupil to continue enrollment, the Parents will be notified by the Principal. Written authorization on the "Tuition Pupil Special Services Authorization" form will be required within a time frame specified by the CSA. Payment for such services will be in addition to previously stated tuition and will be due within thirty days after the billing date. Failure to do so may constitute cause to release the pupil from Bay Head Elementary School.
- L. The CSA shall report to the Board of Education from time to time regarding nonresidential tuition program and the Board shall evaluate the same during the first quarter of each calendar year.
- M. Tuition for all enrolled pupils in grades Kindergarten through Eight shall be according to a schedule set forth by resolution of the Board which may be modified by resolution on an annual basis. Rates will be established each April of the preceding school year and notification of the rates will be mailed to all tuition and prospective tuition pupils.
1. First tuition payment for newly accepted students is due immediately upon acceptance. One-quarter tuition is due on the first day of August, October, January and March. If a

pupil enrolls in the middle of a quarter a prorated amount will be due upon enrollment.

2. All fees and payments are nonrefundable. **Tuition in arrears by more than fifteen (15 ) days will constitute cause to release the student a \$25 late fee will also be assessed for every fifteen days tuition remains in arrears.** All report cards and transcripts for a pupil whose account is determined to be in arrears will be held by the CSA.
  3. Pupils may attend Bay Head Elementary School only after all necessary paperwork has been completed.
- N. In succeeding school years, those previously attending as private tuition students will be given preference over new applicants for attendance at Bay Head Elementary School. The CSA will present a list of students who are being placed on probation for re-admittance to the Board by March 1<sup>st</sup> of the year prior. A letter will be sent to the parents of any students being placed on probation by April 1<sup>st</sup> of the year prior. A student may be placed on probation after March 1<sup>st</sup> with good cause with express permission from the CSA who in turn will notify the Board at the next regularly scheduled meeting.
- O. In the event acceptance of nonresidential tuition pupil(s) is rendered impossible by law, judgment, decision or otherwise, the Board's only liability shall be for the return of any unearned tuition payment.
- P. All full-time town employees of year-round businesses domiciled in Bay Head and township employees (borough employees, police and fire company) whose employees apply as tuition status and, if accepted, will be given a tuition rate reduced by half. All tuition policies still apply.

N.J.S.A. 18A; 18A:7B-12.1; 18A:11-1; 18A:38-1 et seq.; 18A:46-20; 18A:54-20  
N.J.A.C. 6:3-8.1 et seq.; 6:20-3.1 et seq.; 6:20-5.3 et seq.; 6:20-5.4; 6:28-10.1

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