

ENFIELD PUBLIC SCHOOLS
Enfield, Connecticut

Business/Non-Instructional Operations

3240

Non-Resident Admission and Tuition Fees

General Provisions

The following terms and conditions are to be used as guidelines when determining eligibility of a non-resident student to enroll or continue enrollment in the Enfield Public Schools. This policy shall not be applied to decisions about enrollment of students who reside in a town that has a designated high school agreement with the Enfield Public Schools or to non-resident students who are otherwise entitled to attend Enfield Public Schools in accordance with law.

- A. The Superintendent or his/her designee may approve the enrollment or continuation of enrollment of a non-resident student if class size and other considerations such as the availability of resources permit. The Superintendent shall make decisions regarding class size and/or the availability of resources.
- B. The Superintendent or his/her designee shall not hire additional staff to permit enrollment or continuation of enrollment for a non-resident student under this policy.
- C. The Superintendent or his/her designee shall make the decision about class assignment.
- D. The decision to permit non-resident enrollment shall be for one school year or less but may be extended from year to year at the discretion of the Superintendent or his/her designee. Such extension decisions shall be made on an annual basis.
- E. This policy does not obligate the Enfield Board of Education to provide special education programs or services or create unique programs for students. If a non-resident student is enrolled or continued in enrollment in the Enfield Public Schools and such student is eligible for services under the Individuals with Disabilities Education Act ("IDEA"), the Enfield Board of Education shall not act as the local education agency for such child. In instances where special or additional services are provided for a non-resident student, a supplemental tuition or fee may be charged based upon the actual costs associated with providing the special or additional services.
- F. Application for initial enrollment shall be made in writing on a form supplied by the Superintendent or his/her designee.
- G. Application for continued enrollment shall be made on an annual basis, in writing on a form supplied by the Superintendent or his/her designee.
- H. No student applying for enrollment pursuant to subsections G or H, above, shall be enrolled in the Enfield Public Schools until the Board has received tuition payment on behalf of such student in accordance with Section II, below.

Non-Resident Admission and Tuition Fees**General Provisions (continued)**

- I. At the discretion of the Superintendent or his/her designee, the candidate for initial or continued enrollment shall be interviewed by the principal or assistant principal of the school at which enrollment or continued enrollment is sought.
- J. The non-resident student's immediate past principal or responsible administrator must make a recommendation on behalf of the child, attesting to his/her good citizenship, in order for the student to be eligible for initial or continued enrollment.
- K. All non-resident students or their parents or guardians, or the school district of residence, shall provide necessary transportation to and from school.
- L. A non-resident student's continuation in the Enfield Public Schools will be contingent upon the student's compliance with all applicable rules and regulations of the Enfield Board of Education and the individual school, satisfactory attendance and academic progress, and the availability of staff and school resources. The Superintendent or his/her designee may terminate the non-resident student's enrollment at any time if, in his or her opinion, continuation is not in the best interest of the school system or the student. Only non-resident students who meet the criteria set forth in this policy may enroll or continue in enrollment in the Enfield Public Schools.

Tuition and Fees

- 1. The annual tuition fee for grade K-12 regular program students will be calculated as follows:
 - a. The base rate will be the average per-pupil cost as reported by the CPSE (Connecticut Public School Expenditures) data on net current expenditure per pupil.
- 2. Tuition may be paid in full prior to the first day of school or per the following schedule: September 1, or the first day of school, whichever comes first, December 1 and March 1.
- 3. If a non-resident special education student's IEP/504 Accommodation Plan includes provisions requiring additional expenditures, those costs will be added to the student's yearly tuition fee.
- 4. A tuition charge for students enrolled or withdrawn at times other than the beginning and end of the school year will be determined on a pro rata basis.

Non-resident students may be allowed to attend a local school without tuition upon the approval of the Superintendent of Schools following written parental request when:

Non-Resident Admission and Tuition Fees**Waiver of Tuition and Fees for Certain Students****Tuition and Fees (continued)**

- A. A family moves from the district after the beginning of the fourth quarter of the current school year; or
- B. A family residing outside the district demonstrates firm plans to move into the district within the current school year. The parent or legal guardian must sign an agreement to make payments on September 1, December 1 and March 1., if residency is not achieved by the stated date, in order for the child or children to continue attending the Enfield Public Schools. If a non-resident special education student's IEP/504 Accommodation Plan includes provisions requiring additional expenditures, those costs will be added to the student's quarterly tuition fee.
- C. Non-resident students may be allowed to attend a local school with a tuition adjustment upon the recommendation of the Superintendent and approval of the Board of Education following written parental request if the Superintendent or his/her designee makes a finding that when extraordinary circumstance(s) regarding the child and/or their parent(s) supports a tuition adjustment.

Tuition and Fees for Children of Non-Resident Staff

Children of non-resident staff may be allowed to attend the Enfield Public Schools with the written approval of the Superintendent of Schools following a written request. The guidelines in Section I, General Provisions and Section II, Tuition & Fees above shall apply to such requests except for the payment terms and schedule described below.

- 1. The annual tuition for these students will be based on the staff member's length of continuous service in the Enfield School System.
 - a. Total of 0-5 years of completed service – the staff member will be charged 75 percent of the tuition rate established under Section II.
 - b. Total of 5-10 years of completed service – the staff member will be charged 50 percent of the tuition rate established under Section II.
 - c. Total of 10 or more years of completed service – the staff member will be charged 30 percent of the tuition rate established under Section II.
- 2. Tuition payment will be made on a payroll deduction basis.
- 3. If special education services are required, and the student's IEP/504 Accommodation Plan includes provisions requiring additional expenditures, the staff member shall be charged those additional costs as fees in addition to the tuition charge without any proration or reduction for years of service.

Non-Resident Admission and Tuition Fees

Legal Reference: Connecticut General Statutes

10-35 Notice of discontinuance of high school service to nonresidents.
10-220(a) Duties of boards of education.

Policy Adopted: November 22, 2022