

**Non-Resident Admission and Tuition Fees**

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**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 Madison 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 Madison Public Schools or to non-resident students who are otherwise entitled to attend Madison 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 Madison 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 Madison Public Schools and such student is eligible for services under the Individuals with Disabilities Education Act (“IDEA”), the Madison Board of Education shall not act as the local education agency for such child. In instances where special or

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36 additional services are provided for a non-resident student, a supplemental tuition  
37 or fee may be charged based upon the actual costs associated with providing the  
38 special or additional services.

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40 F. Application for initial enrollment shall be made in writing on a form supplied by  
41 the Superintendent or his/her designee.

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43 G. Application for continued enrollment shall be made on an annual basis, in writing  
44 on a form supplied by the Superintendent or his/her designee.

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46 H. No student applying for enrollment pursuant to subsections G or H, above, shall  
47 be enrolled in the Madison Public Schools until the Board has received tuition  
48 payment on behalf of such student in accordance with Section II, below.

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50 I. At the discretion of the Superintendent or his/her designee, the candidate for  
51 initial or continued enrollment shall be interviewed by the principal or assistant  
52 principal of the school at which enrollment or continued enrollment is sought.

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54 J. The non-resident student's immediate past principal or responsible administrator  
55 must make a recommendation on behalf of the child, attesting to his/her good  
56 citizenship, in order for the Student to be eligible for initial or continued  
57 enrollment.

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59 K. All non-resident students or their parents or guardians, or the school district of  
60 residence, shall provide necessary transportation to and from school.

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62 L. A non-resident student's continuation in the Madison Public Schools will be  
63 contingent upon the student's compliance with all applicable rules and regulations  
64 of the Madison Board of Education and the individual school, satisfactory  
65 attendance and academic progress, and the availability of staff and school  
66 resources. The Superintendent or his/her designee may terminate the non-resident

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**#3240 (continued)**

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70 student's enrollment at any time if, in his or her opinion, continuation is not in the  
71 best interest of the school system or the student.

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73 Only non-resident students who meet the criteria set forth in this policy may enroll or  
74 continue in enrollment in the Madison Public Schools.

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76 **Tuition and Fees**

77 1. The annual tuition fee for grade K-12 regular program students will be calculated  
78 as follows:

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80 a. The base rate will be ~~100% of the most current actual the average~~ per-pupil  
81 cost as reported by the CPSE (Connecticut Public School Expenditures) data  
82 on net current expenditure per pupil.

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84 2. ~~Tuition may be paid in full prior to the first day of school or per the following~~  
85 ~~schedule: September 1, or the first day of school, whichever comes first,~~  
86 ~~December 1 and March 1. Tuition payments will be made in four installments on~~  
87 ~~the following schedule: September 1, or the first day of school, whichever comes~~  
88 ~~first; November 1; February 1; April 1.~~

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90 3. If a non-resident special education student's IEP/504 Accommodation Plan  
91 includes provisions requiring additional expenditures, those costs will be added to  
92 the student's yearly tuition fee.

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94 4. A tuition charge for students enrolled or withdrawn at times other than the  
95 beginning and end of the school year will be determined on a pro rata basis.

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97 **Waiver of Tuition and Fees for Certain Students**

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

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**#3240 (continued)**

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102 A. A family moves from the district after the beginning of the fourth quarter of the  
103 current school year; or

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105 B. A family residing outside the district demonstrates firm plans to move into the district  
106 within the current school year. The parent or legal guardian must sign an agreement  
107 to make payments on September 1, December 1 and March 1.~~pay quarterly payments~~  
108 ~~on November 1, February 1, April 1 and June 1,~~ if residency is not achieved by the  
109 stated date, in order for the child or children to continue attending the Madison  
110 schools. If a non-resident special education student's IEP/504 Accommodation Plan  
111 includes provisions requiring additional expenditures, those costs will be added to the  
112 student's quarterly tuition fee.

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114 C. Non-resident students may be allowed to attend a local school with a tuition  
115 adjustment upon the recommendation of the Superintendent and approval of the  
116 Board of Education following written parental request if the Superintendent of his/her  
117 designee makes a finding that when extraordinary circumstance(s) regarding the child  
118 and/or their parent(s) supports a tuition adjustment.

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120 **Tuition and Fees for Children of Non-resident Staff**

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

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127 1. The annual tuition for these students will be based on the staff member's length of  
128 continuous service in the Madison School System.

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130 a. Total of 0-5 years of completed service – the staff member will be charged  
131 7550 percent of the tuition rate established under Section II.

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## Business Non-Instructional Operations

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134           b. Total of 5-10 years of completed service – the staff member will be charged  
135           5025 percent of the tuition rate established tuition rate established under  
136           Section II.

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138           b. ~~e.~~ Total of 10 or more years of completed service – the staff member will be  
139           charged 3040 percent of the tuition rate established under Section II.

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141           For staff members accepted in the program on or before September 1, 2021, the  
142           district will honor the tuition rates established in the original policy adopted  
143           September 10, 2019, as follows:

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145           a. Total of 0-5 years of completed service – the staff member will be charged  
146           50 percent of the tuition rate established under Section II.

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148           b. Total of 5-10 years of completed service – the staff member will be  
149           charged 25 percent of the tuition rate established tuition rate established under  
150           Section II.

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152           c. Total of 10 or more years of completed service – the staff member will be  
153           charged 10 percent of the tuition rate established under Section II.

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155           2. Tuition payment will be made on a payroll deduction basis.

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157           3. If special education services are required, and the student’s IEP/504 Accommodation  
158           Plan includes provisions requiring additional expenditures, the staff member shall be  
159           charged those additional costs as fees in addition to the tuition charge without any  
160           proration or reduction for years of service.

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163           Legal Reference: Connecticut General Statutes

164                               10-35 Notice of discontinuance of high school service to nonresidents.

165                               10-220(a) Duties of boards of education.

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176 Policy Adopted: September 10, 2019

177 First Reading: October 12, 2021

178 Second Reading: November 9, 2021