

ADMINISTRATIVE REGULATION

CENTENNIAL SCHOOL DISTRICT

APPROVED: January 9, 2018

REVISED:

607-AR-0. NONRESIDENT TUITION

The Chief Financial Officer will be responsible for annually determining the most recently approved tuition rates as calculated by the Pennsylvania Department of Education. The Chief Financial Officer will inform the Board, Superintendent and administrators of the approved tuition rates.

The Accounting Supervisor will invoice the parent/guardian of the nonresident student in accordance with Board policy.

When tuition payments are not being submitted monthly, the Accounting Supervisor will send the parent/guardian a Notice Of Tuition Past Due. The notice will inform the parent/guardian of the delinquency of the tuition payment, the amount currently due, and the consequences of nonpayment. The Chief Financial Officer and Superintendent will receive a copy of the Notice.

The Accounting Supervisor will inform the Chief Financial Officer and Superintendent of any nonpayment of tuition within the period specified in the Notice. The Superintendent will take final action regarding the termination of a student's enrollment due to nonpayment of tuition.

When a District school receives a student from another School District, the sending District will pay the approved tuition rate. The Accounting Supervisor will invoice the School District in accordance with Board policy.

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607-AR-1. NOTICE OF TUITION PAST DUE

First Notice Second Notice

Date: _____

Dear _____
(Name of Parent/Guardian)

This is to inform you that the tuition payment for _____ has been
(Name of Student)

past due since _____, and the payment amounting to _____
(Inclusive Dates) (Amount)

needs to be submitted to my office within ten (10) days of the date of this letter.

If you have any questions regarding this matter, please contact me at the following number:

(Telephone Number)

If you have not contacted me or submitted the amount indicated in this correspondence within ten (10) days from the date of this notice, the student's enrollment in the School District will be terminated.

Sincerely,

Accounting Supervisor

cc: Superintendent
Chief Financial Officer