



Frederick County Public Schools

2023-2024

Tuition for Nonresident Students

Contact Melissa Macauley, Finance Department, for assistance in filling out form: 540-662-3889 ext. 88226

Student must first be enrolled with FCPS through the School's Registrar.

Student's Name: _____ Phone No. _____

Address: _____
(Street or Route) (City) (State) (Zip)

Parent's Name: _____ Phone No. _____

Address: *if different* _____
(Street or Route) (City) (State) (Zip)

School you wish to attend: _____ Grade: _____

School previously attended: _____

Date left: _____ Reason for leaving: _____

Does your student receive any special programming or services as part of his/her planned school program? Yes No

Does your student have an IEP or 504 Plan? Yes No

My signature below authorizes this application and affirms my understanding that all tuition and related charges for the student shall be in accordance with school board policy and regulation which may include additional charges for any special education or gifted and talented services if or when applicable. Further, I shall remit all monies due before the first of each semester, or student's attendance in Frederick County Public Schools may be jeopardized. (Reference Policy and Regulation 406R-B on the FCPS website.)

Signature of Parent/Legal Guardian _____ Date _____

(Parent should give form to school Principal.)

SCHOOL LEVEL APPROVAL

Approve Deny Principal's Signature: _____ Date: _____

If approved, forward form to Melissa Macauley in the Finance Department. If denied, forward form to the Superintendent or designee.

If either box above is marked "yes" indicating the student receives special services, the Director of Special Instructional Services will review to determine additional costs, if any.

SPECIAL SERVICES/ADMINISTRATIVE REVIEW

Approve Deny Signature: _____ Date: _____

Additional Charges: No Yes \$ _____ See attached * Return to Finance.

FINANCE OFFICE USE ONLY

Annual Cost	1st Semester - Payment Due by 8/01/2023	2nd Semester - Payment Due by 12/18/2023
In-State \$8,914.00	In-State Tuition \$4,457.00 _____	In-State Tuition \$4,457.00 _____
Out-of-State \$16,236.00	Out-of-State Tuition \$8,118.00 _____	Out-of-State Tuition \$8,118.00 _____
** Employee \$1,500.00	** FCPS Employee \$750.00 _____	** FCPS Employee \$750.00 _____
<i>NOTE: Tax Credit and Special Services (including special education and gifted programs) may affect total tuition rate.</i>	Tax Credit *** <i>attach copy of tax receipts</i> _____	Tax Credit *** <i>attach copy of tax receipts</i> _____
HIRE DATE: _____	Other Charges * <i>see attached</i> _____	Other Charges * <i>see attached</i> _____
** NOTE: Employees who have completed three consecutive years of service with FCPS will not be charged; reference FCPS Reg. 406R-B.	Total Charges _____	Total Charges _____
Finance Routing: P/R: _____ IT: _____ REG: _____	Date Paid _____	Date Paid _____

* Additional costs for any special education or gifted/talented programs may be assessed.

FCPS EMPLOYEES ONLY - PAYROLL DEDUCTION AUTHORIZATION

I, _____ (please print) hereby authorize the FCPS finance department to deduct \$ _____ monthly beginning September, 2023 or after (month/year) _____ and ending June, 2024 for the cost of my child's 2023-2024 tuition. I understand that all remaining amounts due FCPS upon termination of my employment prior to the end of the school year will be taken from my last paycheck.

Signature _____ Date _____ Employee ID # _____

FCPS Employee payroll deduction over 10 months: \$150.00/pay

406R-B - Admission of Nonresident Students (Tuition)

The Frederick County Public Schools may accept tuition students. The acceptance of these students shall be based on the following guidelines:

1. The tuition charge for nonresident students as defined by state law will not exceed the total per capital cost of education, exclusive of capital outlay and debt service, for secondary or elementary pupils, as the case may be, and the actual additional cost of any special education or gifted/talented program provided for the student. The exception will occur in cases where the tuition charge is payable by the school board of the country/city of the students' residence pursuant to a contract negotiated between the school boards of the two localities. In such a case, the tuition charge shall be that amount fixed by the contract.
2. The preliminary registration of a child with disabilities does not create a legal obligation of the Frederick County School Board to provide the child with a free appropriate public education under either federal or Virginia law. The legal obligation to provide such an education remains that of the school board of the child's home school division. If parents or the resident school division seek to place a student in the Frederick County Public Schools because the resident school division has determined it has no appropriate placement for the student and/or because the resident school division has agreed to an alternative placement pursuant to an IEP for the student, the resident school division is solely responsible for the necessary and reasonable expenses incurred by the Frederick County School Board in providing the student with the required education. For nonresident students with disabilities who live outside of Frederick County to be enrolled, there must be a prior written consent agreement with the school board of the resident school division for payment of tuition and cost for all related services. The principal shall make the decision on an application for enrollment of a student with disabilities who lives outside of Frederick County after consulting with the Director of Special Instructional Services and the Division Superintendent.
3. A nonresident who owns real estate within Frederick County on which he pays taxes, shall, upon presentation of his/her tax-statement receipt to the clerk of the school board, be given a credit of fifty percent of the tax he/she has paid against his tuition bill. If such nonresident claims the tax credit by virtue of a real-estate tax paid by a corporation of which he/she is a member, he/she shall be required to submit to the clerk of the school board a notarized statement signed by the head of the corporation confirming the exact amount of his/her share in the real-estate tax paid by the corporation. A notarized statement from a partnership must be signed by the business partners of the nonresident who is claiming the tax credit. Fifty percent of the June real-estate tax payment will be credited toward the first-semester tuition and fifty percent of the December real-estate tax payment will be credited to the second-semester tuition.
4. The admission of nonresident students shall not impact the individual school enrollment in such a manner as to require additional teachers or courses to be added in the school. The superintendent and/or their designee may approve exceptions, in their sole discretion.
5. Nonresident students shall be admitted with the understanding that they shall be subject to the rules and regulations of the school board and of the school or schools attended.
6. The chief administrator of the respective schools shall be empowered to accept or reject any nonresident student making application after consultation with the division superintendent. Any nonresident student who has been expelled by a school board in another school or school system will not be admitted to the Frederick County Public Schools until such time as the former school system or school would have reinstated the student. The administrator of the receiving school shall check with the administrator of the sending school of the nonresident student to obtain a report of the student's status.
7. School administrators have the right to drop from the school rolls any nonresident student who violates either school board or individual school regulations. The nonresident student must accept this condition when enrolled.
8. Tuition payments shall be made in advance of each semester. The first payment shall be made on the day the student is enrolled. The second payment shall be made no later than the first day of the second semester. If a parent or guardian who is a nonresident moves into Frederick County, such parent or guardian shall be refunded the amount of tuition paid for that portion of the semester in which the student will be a county resident. Tuition payments shall be made by check to the Frederick County School Board and sent to the executive director of finance.
9. If a student whose parents reside in Frederick County is enrolled in a county school and the parents move into another jurisdiction, the student may remain in a Frederick County school on a tuition basis. If the student's parents move after March 31, the student may complete the year without tuition costs.
10. Students attending the Frederick County Public Schools under a foreign exchange program approved by the board shall be admitted without the payment of tuition.
11. Nonresident students must provide their own transportation to and from the assigned school.
12. The tuition charge for children of nonresident, full-time employees and school resource officers shall be discounted to the total annual amount of \$1,500 unless the employee, at the time of enrolling his/her child, has completed three consecutive years with FCPS at which time the \$1,500 is waived except for children with disabilities and those requiring gifted and talented services if additional charges above the \$1,500 are assessed. In this instance, a credit of \$1,500 will be applied. Acceptance of a nonresident child of full-time employees and school resource officers must receive approval from the school principal receiving the student before enrolling. A nonresident employee that registers a child with disabilities does not create a legal obligation for the Frederick County School Board to provide the child with a free appropriate public education under federal or Virginia law. This benefit only applies to FCPS schools and not regional programs in which FCPS serves as fiscal agent.
13. The Tuition Form for Nonresident Students can be found on the division's website and must be completed. A nonresident student shall not attend FCPS until final approval is granted. Approval to accept a nonresident student is a yearly process and is not guaranteed.
14. If a nonresident, full-time employee whose child is enrolled in Frederick County Public Schools leaves their full-time employment with FCPS or a school resource officer leaves his/her position as a school resource officer for any reason during the school year, they shall be responsible for paying regular nonresident tuition on a pro-rated basis. If the employee elects to withdraw their child from FCPS at the conclusion of their full-time employment with the school division or a school resource officer elects to withdraw their child from FCPS at the conclusion of their employment as a school resource officer, any prepaid tuition will be reimbursed on a pro-rated basis.
15. A parent or employee may appeal a denial of acceptance to the superintendent and/or their designee.
16. Given the location of Frederick County to the geographical borders of several other states, this Policy also applies to the admission of nonresident school age students who reside beyond the boundaries of the Commonwealth of Virginia and in a state that grants the same privileges to residents of the Commonwealth.

Legal Reference(s): Art. VIII, § 7; Code of Virginia, Section(s) 22.1-5 and 22.1-215; and 8 VAC 20-81-30.

Approved: May 18, 1981

Amended: July 5, 1983; August 21, 1989; December 7, 2006; August 20, 2015; July 19, 2017; May 16, 2019; August 27, 2019; July 12, 2023