



2021-2022

Business Office

12465 Warwick Boulevard, Newport News, Va. 23606 • 757-591-4511 • fax: 757-591-4593

APPLICATION FOR TUITION APPROVAL

\*Required Information

\*NAME OF PUPIL \_\_\_\_\_

\*NAME OF PARENT/GUARDIAN \_\_\_\_\_

\*ADDRESS \_\_\_\_\_ \*PHONE # (H) \_\_\_\_\_ \*(C) \_\_\_\_\_

\* \_\_\_\_\_ \*PHONE # (W) \_\_\_\_\_

City, State and Zip Code

\*Email Address: \_\_\_\_\_

\*CURRENT ZONED SCHOOL: \_\_\_\_\_ \*PHONE \_\_\_\_\_

\*SCHOOL CHOICE #1 \_\_\_\_\_ \*#2 \_\_\_\_\_ \*GRADE LEVEL \_\_\_\_\_

\*I am applying for the above pupil to be a tuition student. I acknowledge that I have read and agree to the payment terms as listed on the attached form (DFG-P)  Yes  No

\*Does the above named pupil have a current I.E.P.(Individualized Education Plan)?  Yes  No

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

The above named pupil is approved for enrollment as a tuition student for the \_\_\_\_\_ school year.

\_\_\_\_\_  
Executive Director for  
Elementary Education

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director for  
Secondary Education

\_\_\_\_\_  
Date

Tuition for this school year is \$\_\_\_\_\_. Tuition in the amount of \$\_\_\_\_\_ has been paid. Balance due is \$\_\_\_\_\_ to be paid on a \_\_\_\_\_ basis of\_\_\_\_\_.

\_\_\_\_\_  
Assistant Superintendent

Business and Support Services

\_\_\_\_\_  
Date

PAYMENT RECORD(for Business Office)

\_\_\_\_\_  
\_\_\_\_\_  
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# TUITION PROCEDURES

(Source – School Board Procedure DFG-P)

Student wishing to attend Newport News Public Schools as tuition students must complete the application in the Business Office or download the application from our website and mail to Newport News Public Schools. Once the application is completed the Business Office will forward the application to the Office of Academic Services for approval and then returned to the Business Office for processing. Tuition is based on the School Board approved annual rate, prorated on a daily basis for those students enrolling for less than 180 days. If students move out of the division during the last two weeks of school, tuition for those two weeks will be waived. Students and their parents who are moving to the city not later than September 30 of any school year may have their tuition waived, provided that the parents have a signed sales or lease agreement indicating occupancy no later than September 30. If occupancy is not taken by October 1, the parents will be obligated to pay tuition retroactive to the student's first day of school.

Students and their parents who are moving to the city during the school year may have their tuition waived under The following circumstances:

1. Parents who have signed a lease agreement indicating an occupancy date no later than October 1<sup>st</sup> will have tuition waived for the month of September
2. Parents who have home under construction or under contract for purchase with occupancy to take place within a reasonable time frame as determined by the Superintendent will have tuition waived during such time frame. Parents must provide written documentation indicating estimated occupancy date and the location of the home. Tuition payment would be required after said date, if occupancy has not taken place until such time as occupancy occurs.

## PAYMENT PROCESS

***A monthly payment schedule, with payments due the first business day of each month, may be established. The first and the last month's payments will be due at the time the application is approved. Such schedule will ensure that all payments have been made no later than June first (1<sup>st</sup>) of each school year. Parents or legal guardians will be notified when payments are not made on time. A \$25 late payment fee will be assessed at this time. If payment is not made within five (5) working days after such notice, the school will be notified that the student is no longer eligible to attend the Newport News Public Schools and the student will be withdrawn. Any person receiving three (3) delinquencies within the same school year will forfeit their privilege to make monthly payments and the entire remaining balance will become due and payable immediately.***

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Parent or Guardian

Date