

<b>TOPEKA PUBLIC SCHOOLS</b>	<b>REGULATION NUMBER: 2775-1</b>
<b>SUBJECT:</b>	<b>DATE OF ISSUE: 06/18/80</b>
<b>TUITION CHARGES</b>	<b>REVISIONS: 08/01/96; 08/01/97; 06/03/99</b>
	<b>PREPARING OFFICE:</b>
	<b>ADMINISTRATIVE SERVICES</b>

**I. PURPOSE:**

To outline the procedure to be followed when establishing the tuition rates.

**II. PERSONNEL AFFECTED:**

Business, Demographic, and Special Education Personnel.

**III. PROCEDURES:**

A. The associate superintendent of administrative services will review current rates with Demographic Services and the Business Office.

B. Rates will be established by using the cost of the program, the amount of state aid received, and other costs of serving the students.

Rates will be established by equating the enrollment fee with the amount of budgetary authority authorized per student less any state aid the district will receive for students enrolled prior to the annual student headcount deadline, which is normally September 20. The calculated established enrollment fee shall be prorated over the school year.

C. The associate superintendent of administrative services will make a recommendation to the Administrative Council.

D. The superintendent will establish rates and inform the Board.

**IV. TUITION RATES:**

A. USD 501 reserves the right to reject applications and/or to direct school site placement based on the availability of classrooms, class size, diversity criteria, and/or other district concerns.

B. Tuition payments shall be made in full, in advance of the student's attendance at school. For good cause shown, the Business Office may make partial refunds. Demographic Services may waive the advance payment

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Revisions: 05/04/95; 08/01/96; 06/03/99; 05/25/01

Topeka Public Schools

**TUITION CHARGES (continued)**

requirement and execute a time payment agreement with the parent(s) or guardian(s) of the transferring student. First payment is due when the agreement is signed and subsequent payments are due the first of each month up to and including the first of May.

- C. Tuition rates do not include any costs for transporting students to and from school. These costs remain the obligation of the parent(s) or guardian(s).
- D. Tuition does not include textbook rental and other school fees.
- E. Tuition rates may be reduced proportionately for less than full-time enrollments.

The following tuition rates are in effect:

**Kindergarten - Half-Day**

Enrollment prior to September 20.....\$ 00  
 Enrollment after September 20 .....1,930  
 \$ 220 for each full month of school remaining between enrollment date and June 1

**Grades 1 - 12 and Full-Day Kindergarten**

Enrollment prior to September 20.....\$ 00  
 Student enrollment continued .....700  
 Enrollment after September 20 ..... 3820  
 \$ 430 for each full month of school remaining between enrollment date and June 1.

**Special Education**

Capital City Schools.....\$ 8000  
 Contracts with other School Districts.....(as negotiated)  
 (pursuant to K.S.A. 92-967)