

## TUITION ENROLLMENT PROGRAM (TEP) PROCESS

- Determine number of openings by grade and school.
  - Once the number of openings is determined, it will not be reduced or increased by changes in enrollment in the building.
- Student applications for the 2017-2018 school year will be accepted Monday-Thursday from 7:30 am to 4:30 pm through Thursday, August 3, 2017. Please call the Registrar's Office at 616.235.3535 if you need to arrange an appointment outside of the regular office hours.
  - Applications will be taken and held at the James E. Morse Administration Center, 2915 Hall Street SE, Grand Rapids, MI 49506. A \$100.00 non-refundable application fee must accompany all new tuition applications. If a student is accepted into the Tuition Enrollment Program and enrolls, the application fee will be applied towards the tuition balance owed.
  - Parents/Guardians must apply in person. Application forms **may not** be faxed, scanned, emailed, or mailed.

## APPLICATION PROCESS

- **Application Deadline: Thursday, August 3, 2017**
  - Parents/Guardians complete the application packet and submit \$100.00 application fee at the James E. Morse Administration Center. At the time of application, Parents/Guardians shall present a photo identification that indicates their current residential address and the original birth certificate for the student applicant.
  - Parents/Guardians will be given packets which contain:
    - *Description of the TEP Process*
    - *Off-Campus Misconduct Form*
    - *Statement of Requirements and Standards for Tuition Enrollment Agreement*
  - The Registrar's Office will electronically transmit a *Release of Pupil Membership for Tuition Enrollment Agreement* to resident districts of selected students. (A release from the resident district is necessary in order for the State Foundation Grant to follow the student to East Grand Rapids Public Schools and be applied to the tuition amount.)
- Parents/Guardians will be notified by phone or email if the release has been approved and provided with the estimated tuition cost.
- From the day of notification, Parents/Guardians will have five business days to complete the Enrollment Process.

## ENROLLMENT PROCESS

- Enrollment will be concluded at the Registrar's Office at the administration building. **All documents are due at the time of enrollment.**
- The following documentation is required to enroll a student under the Tuition Enrollment Program:
  - Parent's/Guardian's driver's license/Picture I.D. and Student's birth certificate (will have been submitted in the Application Process noted above)
  - All Middle School Report Cards and M-STEP or comparable test results
  - Student's complete immunization record
  - Completed *Off-Campus Misconduct Form*
  - Completed *Release of Pupil Membership for Tuition Enrollment Agreement*
  - *Statement of Requirements and Standards for Tuition Enrollment* with the requested documents as appropriate for the student's grade level.
  - The opening will be offered to the next person on the waiting list if the enrollment documentation and the \$1,000 non-refundable tuition deposit are not received within five business days after notification of whether the district of residence has agreed to release pupil membership. One reminder email will be sent to the Parents/Guardians within the five business day timeframe.

- Tuition payment schedule will be established. Failure to pay the tuition balance as scheduled will result in student losing his/her slot and any tuition paid to date will be forfeited to EGRPS.
- Completed enrollment materials will be reviewed by the District Registrar. East Grand Rapids Public Schools will not accept students who have been expelled or are facing expulsion from any school or if the student fails to meet the minimum academic requirements for the appropriate grade level.
- After materials are reviewed and the TEP enrollment approved, Parents/Guardians will be notified by U.S. Mail and/or email.

## RENEWAL PROCESS

- Renewals will be reviewed on an annual basis to determine if the student continues to maintain academic and student conduct eligibility for the Tuition Enrollment Program.
- Students enrolled through TEP will receive a letter in February every year to acknowledge their intent to return to EGRPS for the following school year.
- Renewal of the *Release of Pupil Membership for Tuition Enrollment Agreements* will be sent to districts of residence.
- When final tuition costs are determined, current TEP students' Parents/Guardians will be notified. A \$1,000 non-refundable deposit is due by July 1<sup>st</sup> and a payment schedule established with the first tuition installment due August 1<sup>st</sup>.
- Failure to pay the tuition balance as agreed upon will cause student to lose his/her slot and any tuition paid to date.

## OTHER INFORMATION

- If the family of a TEP student moves into the EGRPS district, a tuition refund will be given on a per diem basis, once proof of residency has been established.

## TUITION RATE

The tuition rate is determined by subtracting from the East Grand Rapids Public Schools tuition rate the estimated per-pupil State Foundation Grant of the student's releasing district of residence. The TEP student's Parents/Guardians shall be responsible for the difference between these actual amounts. If a student's district of residence does not release the pupil membership for the student, the Parents/Guardians of the TEP student will be responsible for the full EGRPS tuition rate to be determined annually.\*

### 2017-2018 EGRPS Tuition Rates

High School – \$10,000 (subject to East Grand Rapids Public Schools Board of Education annual rate determination)

#### \*Tuition Payments:

The East Grand Rapids Board of Education is required to determine a rate of tuition for the program that complies with the Michigan Revised School Code. For the 2017-2018 school year, the rate of tuition will be \$10,000. The financial responsibility for the Parents/Guardians of a TEP student is the difference between the East Grand Rapids Public Schools tuition rate and the actual per-pupil State Foundation Grant (if any) released by the student's district of residence. If the student's district of residence does not release pupil membership for the TEP student, the student's Parents/Guardians will be responsible for the full amount of the EGRPS tuition rate.

#### Tuition Examples:

##### 1. Student is Released by District of Residence for EGRPS to Count in Membership

▪ EGRPS 2017-2018 Tuition Rate	(\$10,000)
▪ Resident district (Kent County) per-pupil State Foundation Grant	- <u>\$7,391</u>
▪ Parents/Guardians Responsibility	<b>\$2,609</b>

##### 2. Student is Not Released by District of Residence for EGRPS to Count in Membership

▪ EGRPS 2017-2018 Tuition Rate	(\$10,000)
▪ Resident district (Kent County) per-pupil State Foundation Grant	<u>\$ 0</u>
▪ Parents/Guardians Responsibility	<b>\$10,000</b>

**School Code:**

MCL 380.1401

*Jones v Grand Ledge Public Schools*, 349 Mich 1, 10 (1957)

1975-76, OAG, No. 5112, p. 740 (December 23, 1976)

1981-82, OAG, No. 5995, p. 412 (October 12, 1981); 1981 WL 153517