



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.
- TEP Student Applications for the 2019-2020 school year will be accepted Monday-Friday, 7:30 am to 4:30 pm, from June 3, 2019 through August 9, 2019.* 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.

TEP APPLICATION PROCESS

- **Application Deadline: Friday, August 9, 2019***
 - 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.
 - Application Packet contains (Available at the District Office or at www.egrps.org/Enrollment/Tuition-Enrollment-Program):
 - ✓ *TEP Application Checklist*
 - ✓ *Statement of Requirements and Standards for TEP Administrative Guidelines*
 - ✓ *TEP Application/Enrollment Process Description*
 - ✓ *TEP Application Form (available June 3, 2019)*
 - ✓ *Statement Concerning Off-Campus Misconduct Form*
 - The completed application materials and supporting documents will be reviewed by the East Grand Rapids Public Schools (EGRPS) Administrative Team to determine if the non-resident student meets all of the eligibility requirements and criteria for admittance to the TEP as stated in the *Statement of Requirements and Standards for Tuition Enrollment Program Administrative Guidelines*.
 - 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.
 - Parents/Guardians will be notified by phone/email of the student's application status.
 - If accepted to the TEP, the Registrar's Office will electronically transmit a *Release of Pupil Membership for Tuition Enrollment Agreement* to the resident district of a selected student. (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 that the *Release of Pupil Membership for Tuition Enrollment Agreement* has been received, Parents/Guardians will have **ten** business days to complete the **Enrollment Process**.

*EGRPS reserves the right to extend the August 9, 2019 application deadline.

EGRPS ENROLLMENT PROCESS

- The following documentation and initial tuition payment are required to enroll a student into EGRPS under the Tuition Enrollment Program:
 - All completed and approved application materials and supporting documents required during the initial TEP application process
 - Completed *Release of Pupil Membership for Tuition Enrollment Agreement*
 - Completed online EGRPS Enrollment Application (link will be provided by District Registrar)
 - Student's Immunization Record
 - Athletic Participation Form (Grades 9 and 10 only)
 - The opening will be offered to the next person on the waiting list if the enrollment documentation and the initial tuition payment are not received within ten 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 ten business day timeframe.
 - A 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.

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 payment schedule will be established with the first tuition installment due August prior to the first day of school.
- 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 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 2019-2020 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) of 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 to be determined annually.

2019-2020 EGRPS Tuition Rates

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

*Tuition Payment Examples:

1. Student is Released by District of Residence to EGRPS

▪ EGRPS 2019-2020 Tuition Rate	(\$10,000)
▪ Resident District per-pupil State Foundation Grant (<i>this amount varies year-to-year</i>)	- <u>\$7,391</u>
▪ Parents/Guardians Responsibility	\$2,609

2. Student is Not Released by District of Residence to EGRPS

▪ EGRPS 2019-2020 Tuition Rate	(\$10,000)
▪ Resident District per-pupil State Foundation Grant (<i>this amount varies year-to-year</i>)	<u>\$ 0</u>
▪ Parents/Guardians Responsibility	\$10,000

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