

TUITION- SENDING SCHOOLS PROCEDURES

1. The superintendent is responsible for the development of the various tuition rates (e.g., elementary, secondary, technical special needs) that the school district is legally permitted to charge. Tuition rates shall be developed according to the procedures specified in the Vermont Statutes and/or the Vermont Board of Education Manual of Rules and Practices.
2. The Board may include within the technical tuition an amount necessary to recover a prior year deficit, when the following conditions are met:
 - a. The expenditures causing the deficit were within the scope of programs and services proposed in the budget reviewed by the Regional Advisory Board, and
 - b. The deficit was caused either by:
 - i) unusual and extraordinary obligations such as the need for additional staff due to unexpected higher enrollments; or staff salaries and benefits were negotiated at a higher than anticipated level, OR
 - ii) actual fall and/ or spring semester enrollments at the technical center were lower than the number used to project tuition receipts.

For purposes of this procedure, a deficit means that current year technical center revenues are less than current year technical center expenditures. The deficit will be recovered by increasing the tuition for the upcoming school year sufficiently to recover the amount of the deficit. That increase in the upcoming year's tuition will be shown as a separate amount that will then be added to the projected tuition rate in order to calculate the total announced technical tuition rate.

3. The amount due from sending schools for non-technical tuition shall be based on the full-time equivalent (FTE) student enrollment for the semester, as taken on the 10th and 100th days, depending on the semester, and shall be for the full amount. Beginning with the 1991-92 school year, the semester's bill will subsequently be adjusted or pro-rated to accurately reflect the actual FTE enrollment. These adjustments to first semester billing will be made on the second semester billing, unless the change can be made prior to November 1. Adjustments to second semester billing will be made prior to June 30.
4. The amount due from sending schools for technical tuition shall be based on the FTE secondary student enrollment taken October 15 and March 15. The semester's bill will be subsequently adjusted and prorated to accurately reflect the actual tuition eligible FTE enrollment. These adjustments to first semester billing will be made on the second semester billing, unless changes can be made prior to November 1. Adjustments to second semester billing will be made prior to June 30.

Receiving school district shall not include in the abovementioned billing any student who is absent without excuse, as defined in the attendance policy for technical education students adopted by the receiving school district board after consultation with its regional

advisory board for 15 or more days prior to the date of billing unless otherwise agreed to by the school board of the student's district of residence. For purposes of this policy, a secondary student means a resident of Vermont, of any age, who has not completed high school.

5. Tuition payments from sending school districts for the first and second semesters will be due and payable on or before December 1 and April 30 respectively.