



ADMINISTRATIVE PROCEDURE

TUITION WAIVERS FOR SUMMER SCHOOL

5118.4

Procedure No.

May 1, 2003

Date

- I. **PURPOSE:** To provide procedures for the waiver of portions of summer school tuition fees where lack of capability to pay may otherwise exist.
- II. **POLICY:** A student who cannot afford to pay the entire tuition may have a portion of the tuition fee waived. A student shall not be denied entrance into summer school for lack of tuition (Board Policy 5118.4).
- III. **INFORMATION:** The intent of the Board of Education policy is to reduce the tuition costs for certain students who cannot afford the full tuition to ensure students are not denied entrance into summer school for such reasons. The following rules may apply:
 - A. Students eligible for a waiver will pay a minimum of 75% of the established fee per course.
 - B. Transportation charges or late fees may not be waived.
- IV. **PROCEDURES:** The following represent general guidance which should be tempered with the actual circumstances of each case:
 - A. **Qualification for Waiver:** Any one or more of the following factors should be considered to determine qualification for a waiver:
 1. Are the parents on welfare?
 2. Does the family qualify for other forms of assistance?
 3. Are there extenuating circumstances which you, as principal, feel should be taken into consideration?
 - B. **Requesting the Waiver:**
 1. **Form to be Used:** The form *Request and Approval of Tuition Waiver-Summer School Program* should be used (See Attachment).
 2. **Parents:** Complete Part I of the form, indicating the course desired and the reason(s) for requested waiver. Parent should sign this part.
 3. **Principal:** Complete Part II of the form, recommending the amount to be waived and reasons. Waivers may be granted **up to a maximum** of 25% of the tuition cost. The principal may assign a lesser amount, as needed.



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4. Distribution by Principal's Office:
- a. White Copy - Attach to registration form; give to student to take to the Summer School Center.
 - b. Yellow Copy - Forward directly to the Summer School Office.
 - c. Pink copy - Retain in home school.
- V. **RELATED PROCEDURES:** None.
- VI. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** These procedures originate with the Office of the Supervisor for Summer School and updates will be completed, as needed.
- VII. **CANCELLATIONS AND SUPERSEDURES:** This Administrative Procedure cancels and supersedes Administrative Procedure 5118.4, dated May 1, 1989.
- VIII. **EFFECTIVE DATE:** May 1, 2003.

Approved by:
Iris T. Metts
Chief Executive Officer

Attachment: Request and Approval of Tuition Waiver
Summer School Program Form

Distribution: Lists 1, 2, 3, 4, 5, 6, 10, 11, and 12