

STUDENT SERVICES

File: JECC-R

ADMISSION OF NON-RESIDENT STUDENTS

1. Non-resident students may be allowed to enroll and attend Charlottesville City Schools.
2. The Superintendent shall recommend criteria or changes in criteria for non-resident students to the Board for approval as needed.
3. The *No Child Left Behind Act* mandate for schools of choice for Charlottesville City residents shall supersede any policy or regulations for the admission of non-resident students.
4. The Assistant Superintendent for Administrative Services shall be responsible for developing the [procedures](#) for the admission of non-resident students.
5. Non-resident students shall apply for admission after April 15 for the following year.
6. The Assistant Superintendent shall confer, as needed with principals or other program leaders to determine the appropriateness of an approval for admission.
7. Preference for consideration shall be given in the following priority order to:
 - A. city residents
 - B. children of school division employees
 - C. students who were in attendance on a tuition basis the previous year
 - D. siblings of students who were in attendance on a tuition basis the previous year
 - E. students who were resident students of the school the previous year, moved outside the city during the course of the previous school year, and wish to remain in attendance in the school on a tuition basis.
 - F. children of Charlottesville City employees
8. The decision regarding admission shall be made by the Assistant Superintendent who will notify students of the approval or denial of the request.
9. If the number of requests creates an issue with overcrowding or the need for additional staff, a wait list shall be established and students notified.
10. Approval for admission as a non-resident student is valid only for the school year in which it is issued, and a parent/guardian must apply in writing each school year for consideration.
11. Falsification of any information stated on a request will be cause for immediate revocation of permission to attend as a non-resident student, and withdrawal of the student. No further applications shall be considered.

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12. Approval for admission as a non-resident student can be revoked by the Superintendent or designee with written notification to the parent/legal guardian.
13. Reasons for revocation include, but are not limited to, overcrowding, lack of an appropriate educational program, poor attendance, habitual tardiness, failure to provide safe and punctual transportation, Code of Conduct violations, and any action or behavior by the student or parent/legal guardian that is disruptive to and/or interferes with the educational process.
14. In the event permission to attend city schools is withdrawn, the parent shall be entitled to a pro-rated refund of any tuition, charges, or fees paid.
15. Termination of enrollment of a non-resident student may be made unilaterally by school authorities with no right to a hearing or any other appeal process by the non-resident parent or student.

Children of Active Military Parents/Guardians

1. When a student's custodial parent has been deployed outside the United States as a member of the Virginia National Guard or as a member of the United States Armed Forces and the custodial parent has executed a Special Power of Attorney to a resident of Charlottesville City, the student may continue to attend school in Charlottesville City Schools and shall not be charged tuition for attending the school

Tuition Fees

1. Tuition fees shall be charged to non-residents; however, tuition shall be waived for the children of school division employees and Charlottesville City employees.
2. A resident student who changes residence during the school year to a location outside the city of Charlottesville may be permitted to complete the school year at no tuition in the school he/she originally attended with the approval of the Assistant Superintendent for Administrative Services and principal.
3. Transportation to and from school will be the responsibility of the parent/guardian.
4. Tuition fees shall be established by the School Board in advance of each school year and shall be paid in full on or before the first day of a student's enrollment in the school division. In setting annual tuition fees, the Board will take into consideration the prior year's consumer price index.

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5. Any fees normally charged city students will be applicable as well to non-resident students. Should a student's program change during the school year, parents shall be responsible for paying any additional tuition, charges, and fees associated with the new program.

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Legal References: Code of Virginia, 1950, as amended, §§ 22.1-1, 22.1-3, 22.1-3.1, 22.1-3.2, 22.1-3.4, 22.1-5, 22.1-200.1, 22.1-255, 22.1-260, 22.1-270, 22.1-271.2, 22.1-276.01, 22.1-277, 22.1-277.2, 22.1-288.2, 32.1-46, 63.2-900 and 63.2-1200