

**MONTGOMERY COUNTY PUBLIC SCHOOLS****Request to Enroll Nonresident, Tuition-paying Student**

Office of Student and Family Support and Engagement (OSFSE)  
Office of the Chief Financial Officer  
MONTGOMERY COUNTY PUBLIC SCHOOLS (MCPS)  
Rockville, Maryland 20850

See [Board Policy JEA, Residency, Tuition, and Enrollment](#), [MCPS Regulation JEA-RE, Tuition-based Enrollment](#), and [MCPS Regulation JEA-RB, Enrollment of Students](#), for more information.

**DIRECTIONS:** The following steps need to be completed to enroll a nonresident, tuition-paying student in MCPS.

- Parents/guardians/eligible students/responsible adult(s) who do not meet the enrollment criteria of MCPS Regulation JEA-RB, Enrollment of Students, and wish to enroll a student in MCPS on a tuition-paying basis, complete Part I of this form and submit to the International Admissions and Enrollment (IAE) office.
- IAE reviews the request and in accordance with the requirements set forth in MCPS Regulation JEA-RE, *Tuition-based Enrollment*, makes a determination.
- Out-of-state social services agencies that place a student in a Montgomery County foster or group home must submit [MCPS Form 335-73, Determination of Residency and Tuition Status](#), and this form, to IAE. Students placed by an out-of-state social services agency will be assigned to the home school for the address of the foster or group home in Montgomery County, unless determined otherwise by IAE in consultation with OSSI and Pupil Personnel and Attendance Services in OSFSE. The out-of-state social services agency may be billed for tuition for the nonresident student, unless documentation is provided to IAE that the student is being placed in the Montgomery County foster home for the purposes of adoption. If such documentation is provided, a waiver of the tuition requirements will be granted.
- IAE completes Part II of this form and returns it to the parent/guardian/eligible student/responsible adult with a copy to Division of Controller.
- If the request is granted, the parent/guardian/eligible student/responsible adult contacts the Division of Controller to complete Part III of this form and submits payment to the Division of Controller.
- Division of Controller will provide the parent/guardian/eligible student/responsible adult with a receipt of payment, and a copy of this form.
- Parent/guardian/eligible student/responsible adult provides a copy of this form and the receipt of payment to the approved school.
- The approved school enrolls the student.

**PART I: NONRESIDENT INFORMATION: To be completed by Parent/Guardian/Eligible Student/Responsible Adult**

Student Name \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_  
Current School \_\_\_\_\_ Current Grade \_\_\_\_\_  
Address \_\_\_\_\_  
Name of Person Responsible for Student \_\_\_\_\_  
Relationship \_\_\_\_\_  
Home Phone \_\_\_\_-\_\_\_\_-\_\_\_\_ Work Phone \_\_\_\_-\_\_\_\_-\_\_\_\_ Cell Phone \_\_\_\_-\_\_\_\_-\_\_\_\_

School Requested: First Choice \_\_\_\_\_  
School Requested: Second Choice \_\_\_\_\_  
School Requested: Third Choice \_\_\_\_\_

Is the prospective student the child or relative of any MCPS employee?  Yes  No

\*Please see MCPS Regulation GCA-RA, *Employee Conflict of Interest*. If "YES" checked above, please complete section below:

Employee Name	Relation to Student	Full Time or Part Time	Location

Does the student have an Individualized Education Program (IEP) or a Section 504 Plan? \*\*  Yes  No

\*\* If the student has an IEP, placement of the student in MCPS must be determined by the IEP team, and if the student has a Section 504 Plan placement must be determined by the Educational Management Team. There is no guarantee the placement will be at the requested school of choice. For students who receive special education or other additional special services, the regular full-year tuition may be increased by the estimated cost of providing the additional service(s) including debt service.

**Please provide a reason for this request to enroll the student as a tuition-paying student in MCPS:**

**Parent/Guardian/Eligible Student/Responsible Adult Acknowledgment and Signature**

- I understand that MCPS reserves the right to determine placement and that a family's willingness to pay tuition does not guarantee placement in a school of choice.
- I understand that the approval for enrollment in MCPS remains valid for enrollment in the approved school only. All changes, including change of level (elementary, middle, high school) must be re-submitted as a new request through IAE.
- I understand that, if approved for enrollment, lack of adherence to Board of Education policies, MCPS regulations, or school rules may be cause for withdrawal of the student.
- I understand that, if approved for enrollment, the student is not eligible for athletics without an athletics waiver from the MCPS Athletics Unit.

Adult Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**PART II: Decision (to be completed by IAE)**

The above request is

- Approved Beginning: \_\_\_\_/\_\_\_\_/\_\_\_\_ MCPS ID # \_\_\_\_\_
- Not Approved Reason: \_\_\_\_\_

For (name of school) \_\_\_\_\_

Signature, IAE \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**PART III: TUITION INFORMATION: To be completed by Division of Controller (if approved by IAE)**

\$ \_\_\_\_\_ Annual Tuition—Please see MCPS Regulation JEA-RE, *Tuition-based Enrollment*.

- MCPS Employee  Full Course Load  Partial Course Load: # of courses \_\_\_\_\_

**Method of Payment**

- Payroll deduction—all MCPS employees must either do payroll deduction for payments throughout the school year or pay full annual tuition prior to the beginning of the school year
- Annual—must be paid prior to August 1 or student will be withdrawn
- Semester—must be paid by August 1 and December 31 or student will be withdrawn

Signature, Division of Controller \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Parent/Guardian/Eligible Student/Responsible Adult Acknowledgment and Signature**

- I agree to accept the responsibility for the nonresident tuition fees.
- If tuition payments are not made timely, interest will be assessed at the rate of one percent per month on the unpaid balance.
- I understand that nonpayment of tuition will result in the student's withdrawal from MCPS and any unpaid fees may be referred to a collection agency.
- I understand that students who enter during the school year and are later found to owe tuition, tuition is due before the student may continue to attend classes.
- I understand that students holding an F-1 visa are required to pay tuition in advance of attendance in accordance with MCPS Regulation JEA-RC, Enrollment and Placement of International and Foreign Students.
- I understand that all payments must be made by cashier check or money order. I understand payment should be made payable to MCPS and sent to Division of the Controller, Receipts Office, 45 West Gude Drive, Suite 3200, Rockville, MD 20850.
- I understand that the student may not start school until all appropriate forms are completed and fees paid.
- I understand that prorated tuition or prorated refunds will be granted only in specific circumstances detailed in MCPS Regulation JEA-RE, *Tuition-based Enrollment*.
- I agree to repay MCPS for any legal costs which may be necessary to collect any moneys due to the school system resulting from nonpayment of tuition.

Parent/Guardian/Eligible Student/Responsible Adult Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**PART IV: SCHOOL ENROLLMENT: TO BE COMPLETED BY APPROVED SCHOOL PRINCIPAL/DESIGNEE**

The parent/guardian/responsible adult for the student has provided receipt of payment to the principal/designee and enrolled the student on \_\_\_\_/\_\_\_\_/\_\_\_\_ (date of enrollment)

Signature, Principal/Designee \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_