

**PITMAN BOARD OF EDUCATION
420 HUDSON AVENUE
PITMAN, NEW JERSEY 08071**

**K-12 TUITION PROGRAM
ADMISSION AND TUITION PAYMENT PROCEDURES
EFFECTIVE: JULY 1, 2013**

1. Parent will complete and submit a **K-12 TUITION PROGRAM** application form to the Pitman Board of Education office. A copy of the student's birth certificate and applicable school records (report card(s), transcripts, and Individualized Education Plan (IEP) [if applicable] are required to complete the written application process.
2. The Director of Curriculum and Instruction will schedule an initial interview with the student's parent(s) and the student. If the student has an Individualized Education Plan (IEP), the Director of Special Services will attend the interview to determine if Pitman Schools have appropriate programming for the student. If it is determined that space and an appropriate program are available to the student, verification of prior satisfactory academic performance and deportment will occur.
3. If requested, arrangements will then be made for the student and their parent(s) to tour the appropriate school and to meet with the school's principal.
4. Pending most recent/final academic grades, the Director of Curriculum and Instruction will notify the parent of admission. Core academic grades (English Language Arts, Mathematics, Science, Social Studies, and World Language) must maintain a "C" or better in all courses in the marking period before admittance to Pitman Public Schools. For students entering in September, all final grades must be submitted from the previous year. At the discretion of the Superintendent, a waiver of the academic criteria may be requested of the Pitman Board of Education.
5. The tuition rates will be determined annually by the Board of Education pursuant to the Board of Education Policy. Rates for the 2019-2020 school year are:

Grades K-5	\$3,500
Grades 6-8	\$3,750
Grades 9-12	\$4,000

Rates for school year 2020-2021 will be determined in late spring 2020.

6. Tuition payments are made semi-annually. The first payment must be paid before the student enters school. The second payment is due on February 1st. If payments are not received on the dates required, the student will be excluded from school.
7. The provisions of this policy will be incorporated in a contract that will be signed by the student's parents, the President of the Pitman Board of Education, and the Board Secretary/Business Administrator.
8. A tuition student who does not meet acceptable standards of behavior as established by their school's principal may be terminated at anytime. **NO TUITION REFUND WILL BE MADE.**
9. Once a student has been admitted on a tuition basis, it is assumed that the student has permission to continue their education in the Pitman School District. Tuition payments must remain current and the student must maintain a satisfactory academic and behavior record.
10. Once a regular tuition student has been admitted to the Pitman School District, he/she must wait 30 calendar days from the date of enrollment to be eligible to participate in Pitman School District athletics. If students enroll after the start of the state-defined pre-season practice period, the wait-period will be in effect for all athletic activities including freshmen and junior varsity sports. NJSIAA wait-period requirements for varsity athletes will also be followed when applicable.

