

**NONRESIDENT PUPILS**  
**Calculation of Tuition**

The Long Hill Township Board of Education recognizes its duty to accurately calculate and assess, where applicable, non-resident pupil tuition costs. The Board has the authority and responsibility to assess tuition costs for various reasons such as when it determines to accept non-resident pupils into the District's regular and special education programs and on ascertaining that a non-resident pupil is attending any of the District schools without the authorization of the District.

To help assure that there is a consistent formula for determining such tuition costs, administrative procedures are approved by the Board as follows:

1. Determining regular education tuition: Regular education tuition is the estimated unit "total cost per pupil" as defined by the New Jersey Department of Education (NJDOE), excluding cost for special education and student transportation. The "total cost per pupil" is presently published annually through the NJDOE in the School District Report Card. This cost shall apply to all non-resident pupils in the District's regular education programs, and shall be no less than the "total cost per pupil" for the prior year.

In the event of misrepresentation of a non-resident student as a resident student then the Board shall set a regular tuition amount that is no less than the "Average Long Hill Expenditure per Student" for the prior year, which shall be based upon all expenditure types (i.e., all expenditures in the District's Current Fund and Capital Fund), excluding only those related to repayment of debt principal.

2. Determining special education tuition: Special education tuition shall include the costs of any student-specific costs related to the special education programs that may be provided to the non-resident student. Such additional costs may consist of directly-billed amounts for services, as well as allocated-cost amounts based on the number of students in such programs. In addition, the directly attributable costs of any other student-specific activities, for which costs are incurred on behalf of the non-resident student, shall be included in the special education tuition amount. The regular education tuition and the special education tuition shall constitute the estimated total tuition for students in the District's special education programs.

3. Adjusting tuition costs (total tuition): The Board may adjust the estimated total tuition at any time during the school year without prior notice to the party(ies) responsible for such payments. The adjusted amount will be reflected in any remaining tuition due.

**First reading: Jan. 14, 2008**

**Adopted: Jan. 28, 2008**