Cincinnati CITY SCHOOL DISTRICT

ADMINISTRATIVE PROCEDURES

Procedure Name **Tuition Income**	
Procedure No. 6150-00-01	Eff. Date: 3/14/2011
Implements Board Policy(ies) 6150 Tuition Income	Last Reviewed: 8/16/2018

1. Background

Describe relevant background to the implementation of the policy.
The Board of Education shall assess tuition for attendance in District schools by students who are not entitled to receive a free public education in this District and whose enrollment has been approved by the Board.

2. Responsibilities

Title: Treasurer	
Address: 2651 Burnet Avenue	
Phone: 513-363-0419	Cell phone:
Describe responsibilities: The Treasurer shall be responsible for the assessment and collection of out-of-district tuition.	

3. Action Steps

Describe the action steps relevant to the implementation of the policy.
1. Customer Care Center (CCC) administrator accesses Ohio Department of Education's (ODE) Finance and Funding site to locate the cost of tuition for the current fiscal year.
2. CCC shares with the Treasurer's Office administrator.
3. CCC requests and receives an out-of-state student data report from ITM.
4. CCC notifies CPS school(s) and parent(s). As students enroll schools enter students in PowerSchool.
5. CCC enters the tuition amount in PowerSchool.
6. CCC notifies other districts.

4. Equity Considerations

Describe any equity considerations relevant to the implementation of this policy.
The following are equity considerations for families:
- The wherewithal to apply.
- Access to computer and internet.
- If computer and internet access are not available; transportation to computer and internet to submit application.
- Income to sustain the cost of tuition.
- Once accepted the ability to transport child(ren) to/from school and events on time.
- Other unforeseen considerations.

5. Related Documents / Forms

Document Title	Description	Last Reviewed
1.		
2.		
3.		

6. Additional Information

Describe any additional information relevant to the implementation of the policy.