

STUDENT SERVICES

File: JECC

ADMISSION OF NON-RESIDENT STUDENTS

In order to increase student enrollment and enhance utilization of school facilities, the Board will consider, when conditions permit, the admission of students who are not legal residents of the City of Charlottesville. The enrollment of students from districts other than Charlottesville is not mandatory and will be considered only when a prospective student meets in full the admission standards for all students set by the Commonwealth of Virginia and the Board, and there is sufficient room to accommodate the student in the grade of the school requested without additional material costs to the division.

A. Request for Admission

The application for non-resident students shall be available after March 1 and will be located on our Charlottesville City Schools' website. Once the application is completed, submit it to the principal of the school for approval who will then forward it to the office of the Chief Operations Officer. A request for admission as a non-resident student may be approved only when approval does not exceed the optimum student capacity, as determined by the Superintendent, of the grade and school requested. Preference for non-resident admission consideration shall be given in the following priority order to:

- A. children of school division employees
- B. children of City 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.

If applications received exceed the number of non-resident students who can be admitted under Board guidelines, requests will be considered and processed on the basis of the previously stated order of preference, and the initial submission date of the applications. A waiting list, if necessary, shall be established. The decision to approve or reject an application shall be made by the Chief Operations Officer after consultation with the Principal. The Chief Operations Officer shall, in a timely manner, provide an applicant with written notification of the approval or denial of a request.

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. 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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Approval for admission as a non-resident student can be revoked by the Superintendent or designee with written notification to the parent/legal guardian. 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. 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. 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.

When a person'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 such person's custodial parent has executed a Special Power of Attorney under Title 10, United States Code, § 1044b providing for the care of the person of school age by an individual who is defined as a parent in Va. Code § 22.1-1 during the time of his deployment outside the United States. The person of school age shall be allowed to attend a school in the school division in which the individual providing for his/her care, pursuant to the Special Power of Attorney resides. Furthermore, when practicable, such persons of school age may continue to attend school in the Virginia school division they attended immediately prior to the deployment and shall not be charged tuition for attending such division.

B. Tuition Fees

Tuition fees shall be charged to non-residents other than those employed by the Charlottesville City School Division and the City of Charlottesville. A resident student who changes residence during the school year to a location outside the city of Charlottesville or children of Charlottesville City employees who leave employment with Charlottesville City during the school year may be permitted to complete the school year at no tuition in the school he/she originally attended with the approval of the Chief Operations Officer and Principal. Transportation to and from school will be the responsibility of the parent/guardian. 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, or the school division may offer a payment plan. Additional fees may apply for credit card payments. Failure to make payments on time or in full before the last day of the school year may result in revocation of the student's approval for admission in the current year, and no further applications will be considered. In setting annual tuition fees, the Board will take into consideration the prior year's consumer price index. Course or material 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.

- Approved: April 15, 2004
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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