

SPECIAL SERVICES

Admissions, Residency and Attendance

Payment of Tuition and Refunds

This regulation supersedes Regulation 2206.2.

I. PURPOSE

To establish guidelines for the payment of tuition and tuition refunds.

II. SUMMARY OF CHANGES SINCE LAST PUBLICATION

- A. Section III.A.2. web address added.
- B. Section III.A.3. changed to reflect payment due 30 days after the invoice date and allow for a payment schedule.
- C. Section III.B.2. changed to reflect new office and address for payment submission.

III. PAYMENTS

A. Payments by Parents or Guardians

1. Tuition payments by parents or guardians may be made by the month or by the year. Principals shall drop from membership any pupil for whom a tuition payment falls due the first of the month and is not paid by the tenth, unless a waiver has been granted or is pending. At the time of enrollment, tuition for the month of enrollment shall be due. Adjustments shall be made to the final payment at the end of the school year or at withdrawal. Tuition shall be computed in accordance with instructions contained in Notice 2206, published annually.

Checks or money orders shall be made payable to the student's school. Schools and centers are to forward tuition collected less 15 percent. Payment of a full year's tuition may be accepted. Schools and centers should forward the tuition quarterly on a remittance advice sheet (FS-77) to the Department of Financial Services. The Department of Financial Services will forward a copy to the Department of Special Services. Form FS-77 is available at http://fcpsnet.fcps.edu/it/offices/eis/doc_mgmnt/information/fs77.pdf and is available only through computers within the internal FCPS network (FCPSnet).

2. If a student is identified as a nonresident and has not been granted formal permission by the assistant superintendent, Department of Special Services, to attend FCPS on a tuition-paying basis, the principal shall take action to collect the total tuition due from the date of enrollment or the actual date upon which the student became a nonresident of either Fairfax County or the City of Fairfax. The principal shall determine the amount of tuition based on the rates in the current version of Notice 2206 and shall invoice the parent or guardian. At his or her discretion, the principal may arrange a payment schedule with the parent or guardian. If tuition is not paid within 30 days of the date of the invoice or within 30 days of the applicable date established in the payment schedule, the principal shall notify the assistant superintendent, Department of Financial Services, who may refer the matter to a collection agency or to counsel for legal action. After an additional 30 days, interest will be assessed at the rate of one percent per month on any unpaid tuition balance.

Any person who knowingly makes a false statement concerning the residency of a child for the purpose of avoiding tuition charges or gaining enrollment in a jurisdiction in which the student does not reside is guilty of a Class 4 misdemeanor and may be referred by FCPS to appropriate law enforcement officials. FCPS employees who are found to have violated section 22.1-264.1 of the Code of Virginia by fraudulently enrolling their students in FCPS will be referred for disciplinary action, up to and including termination of employment.

3. When a nonresident student enrolls in FCPS based on documentary evidence that residency will be established in Fairfax County within 180 days, tuition will not be collected. However, the entire amount of the tuition for the 180 days will be due at the conclusion of this grace period if residency in Fairfax County has not been established. The student may only continue to attend FCPS as a tuition-paying student if payment is received for the initial 180 days.

B. Payments by Other School Boards or Government Agencies

1. Collection of tuition or tuition payments involving contractual arrangements between the FCPS Board and the school board of another locality or other government agencies, such as the District of Columbia Department of Welfare, shall be processed by the Department of Special Services.
2. Tuition payments shall be made quarterly. Checks shall be made payable to:

Fairfax County Public Schools
Department of Financial Services
8115 Gatehouse Road, Suite 4300
Falls Church, Virginia 22042

IV. REFUNDS

- A. If a tuition-paying student withdraws from FCPS, the unused tuition (amount paid less days enrolled at the daily tuition rate) shall be refunded.
- B. Requests for refunds for students whose tuition is the responsibility of other school boards or government agencies shall be forwarded to the Department of Special Services, certifying the name of the payee, the date of enrollment, and the date of withdrawal or of becoming a county resident.

For students whose tuition is the responsibility of the parent or guardian, the request for refund shall be made through the school. If the tuition has been forwarded to the Department of Financial Services, the school shall submit the request for refund to the Department of Special Services, Financial Management. The Department of Special Services will forward the request for refund to the Department of Financial Services for processing. If tuition payments have not been forwarded to the Department of Financial Services, due to the quarterly submission requirements, the school shall be responsible for the refund.

See also the current versions of: Notice 2206, Tuition Rates