



2021-2022 School Year

## **Tuition Enrollment Program (TEP)**

Birmingham Public Schools will accept non-resident students in our tuition program as follows:

- Applications will be accepted starting **April 30, 2021**
  - We will accept applications in person only and by appointment at the Education and Administration Center located at 31301 Evergreen Rd. Please contact Sylvia Sardy by email at [ssardy@birmingham.k12.mi.us](mailto:ssardy@birmingham.k12.mi.us).
  - A \$50.00 non-refundable application fee will be part of the \$1000.00 deposit for all new tuition applications. Once an applicant is accepted and enrolled, the application fee is then applied towards the tuition balance. Applications from Birmingham School District employee's children will not require an application fee.
  - Families may indicate a first, second and third choice of schools. Acceptance will be determined based on available spaces once all requirements have been met.

## **Enrollment Process**

- Enrollment will be established at the Office of the Enrollment Coordinator at the administration building. **All documents are due at the time of enrollment.**
- The following documents are **required** to enroll a tuition student:
  - Parent's Photo ID
  - Student's original birth certificate
  - IEP (Individualized Education Program) if applicable
  - Report Cards with Grades and tests results from previous 2 years (refer to Standards and Requirements)
  - Standard Testing scores from previous 2 years
  - Attendance from 2 years
  - A letter of conduct signed by the previous school's administrator
  - Custody/divorce documents if applicable or notarized parent release letter if second parent does not live in the same household.
  - A \$1,000 deposit in the form of a cashier's check of which a \$50 fee is non-refundable.  
We will establish a payment schedule for the remaining payments through FACTS (Birmingham online payment program) with the first payment due July 1<sup>st</sup> 2021. **All tuitions must be paid in full by January 1<sup>st</sup>.** Enrollments in August or after would require the 1<sup>st</sup> full payment (not a \$1000.00 Deposit) of however many months are left to be paid.

**NOTE: Failure to pay the tuition balance as agreed upon will result in the immediate termination of the student, and the loss of any tuition paid to date.**

- Birmingham Schools will not accept students who have been expelled or were in danger of being expelled from a district or if the student fails to meet the minimum requirements for their appropriate grade level.
- Office of the Enrollment Coordinator will fax a Release for enrollment to resident districts of all tuition students. (A release from the resident district is necessary in order for the State Foundation Grant to follow the student to Birmingham Schools. Children of district employees do not require a release.)
- Office of the Enrollment Coordinator will notify parents by mail whether their home district has approved or denied the release and of their remaining tuition balance.

## Renewals

- We will review renewals on an annual basis to determine if the student continues to maintain eligibility for the Tuition Enrollment Program.
- We will mail a letter of acknowledgment to current tuition families in March to renew their intent to return to BPS for the following year.
- We will send renewal release forms to resident districts at the beginning of every school year.
- We will notify current TEP student's parents when final tuition costs are determined for the renewed year in question. A first payment will be due again July 1, 2021, for returning families, paid through FACTS (Birmingham's online payment program) and a payment schedule established for the following year with last payment due in January again.

**NOTE: Failure to pay the tuition balance as agreed upon will result in the immediate termination of the student and the loss of his/her slot and any tuition paid to date.**

## Other Information

- TEP applications of Birmingham School District employee's children will be handled in the same manner as any other non-resident TEP application. The only difference is that the home district will not have to sign a release, and there is no tuition balance.
- Birmingham School District employee's children will be given no preference in the enrollment/application process.
- There will be no sibling preference for any tuition applicant.
- If a tuition family moves into the district during the course of the year, a refund will be calculated on a pro rata basis once proof of residency has been established.
- Non-resident students will not be eligible for enrollment in Birmingham Covington School, the International Academy, and the Autistic Impaired Center Program.
- Admission to the Autistic Impaired Center Program is an independent process. Please call (248) 203-3052 for information.

## Tuition Rate

The tuition rate is determined by subtracting the estimated State Foundation Grant from the student's home releasing district from the Birmingham Public Schools tuition rate with the student's parents being responsible for the difference. If the student's home district does not release the student, the family will be responsible for the full BPS tuition rate.

### **2021-2022 BPS Tuition Rates**

Elementary	\$12,375.00
Middle	\$13,075.00
High School	\$13,635.00