



Billings Public Schools  
Tuition Office  
415 North 30<sup>th</sup> Street, Room 206  
Billings, Montana 59101-1298  
Phone: (406) 281-5032 Fax: (406) 281-6179

## Out-of-District Tuition

If you plan to have your student(s) attend Billings Public Schools on an out-of-district basis you will need to apply for enrollment and pay tuition. Please remember that a student's address is considered the same as their legal guardian until they reach the age of 18. If you wish to apply for enrollment or continue on an out-of-district basis please complete the forms listed below. They must be filled out each year for out-of-district students.

- Out-of-District Request Form (all applicable documentation must be included)
- Student Attendance Agreement
- Payment of tuition costs associated with this arrangement
  - Tuition is based on the annual tuition rates set by Montana Office of Public Instruction. Tuition rates are found on the Out-of-District Request Form.
  - Minimum \$300.00 of the tuition balance is required at the time of enrollment/transfer.

The Out-of-District Request Form, along with all applicable documentation, is to be sent to the K-12 Executive Directors at 415 North 30<sup>th</sup> Street, Billings, MT 59101. The K-12 Executive Directors will evaluate the availability of both space and resources to accommodate any out-of-district students, as well as the requested applicable documentation. Upon a K-12 Executive Director's approval of a student enrolling into Billings Public Schools, the parent/guardian is to return the Out-of-District Request Form and appropriate Attendance Agreement to the address listed above and pay the minimum \$300.00.

Once the Student Attendance Agreement and Out-of-District Request Form have been completed and the minimum payment has been made, registration may be finalized at the appropriate school. Statements will be mailed monthly for the remainder of the year until tuition is paid in full. Tuition for the first semester must be paid by the first Friday of January. Final account balances for second semester must be paid by May 1 for your student(s) to be allowed to register for the following year. The parent/guardian shall be responsible for payment unless otherwise arranged when signing the tuition agreement in the business office. Failure to pay tuition will result in the parent/guardian being notified that the student will no longer be allowed to attend said school. School administrators will be notified of nonpayment of tuition and will be requested to un-enroll said student. After May 1, all unpaid tuition accounts are subject to collections.

Please feel free to contact me with any questions or concerns regarding the information above. Thank you!

Sincerely,

Brenda Cross  
Tuition