

# **STUDENT REGISTRATION REQUIREMENTS AND AGREEMENT**

***PLEASE READ THIS INFORMATION BEFORE YOU START  
THE REGISTRATION PROCESS.***

1. School age children whose Parent(s) or LEGAL Guardian(s) are able to document that they are LEGAL RESIDENTS of BERGENFIELD and are able to document residence, legal guardianship, and full financial responsibility for the child's support may be enrolled on a resident non-tuition basis.
2. A student is **NOT** a legal resident of Bergenfield simply because she/he is living in Bergenfield with an aunt or uncle or other relative UNLESS the SURROGATE COURT of BERGEN COUNTY HAS GRANTED COMPLETE CUSTODY TO THAT RELATIVE WHO IS A RESIDENT OF BERGENFIELD. It will be the sole responsibility of that relative to prove (a) that she/he is a legal resident of Bergenfield, (b) that Surrogate Court has granted custody to that relative, and (c) that said relative is paying in full for the entire cost of the student's support.
3. NON-RESIDENTS of Bergenfield **MAY** be accepted for registration, on a space-available basis, only after full payment by bank check of the full tuition for the time remaining in the academic year at the time of registration.
4. **Information for Persons Who Have Recently Purchased a Home in Bergenfield:**
  - A. You are **NOT** a Bergenfield resident until **AFTER** title to the Bergenfield residence has passed to you at closing and you actually live in your Bergenfield house.
  - B. School District Policy does **NOT** allow exceptions to this definition of "legal resident".
  - C. If you need to enroll your child(ren) in the Bergenfield Public Schools BEFORE you close title on your Bergenfield residence, you can do so AS A NON-RESIDENT. To enroll, you must present, at the time of registration, a cashier's check for the amount of tuition due up to and including the last day of the month of your scheduled closing.
  - D. If the closing of title is postponed, the "not-yet-resident" student may continue to attend the Bergenfield Public Schools only if you pay tuition one month in advance by cashier's check by the 30<sup>th</sup> of each month until the closing takes place and you are living in your Bergenfield residence.
  - E. If the purchase transaction does not occur, the parent or legal guardian must do one of the following:
    1. Pay tuition, by cashier's check, in advance for the remainder of the school year; or
    2. Withdraw the student from the Bergenfield Public School in which she/he was registered and return to the school in the community in which she/he is a legal resident.

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- F. If a parent or legal guardian fails to comply with section “E” above, there will be no requirement that the Board of Education conduct a hearing to remove the non-resident student. The student’s registration will be canceled and the student will be refused admission to any and all classes in the Bergenfield Public School System. In addition, the parents or legal guardians of such student shall be held responsible for payment of back tuition, if any, at the rate of one-tenth the annual tuition rate per month plus interest at nine per cent per annum, plus all costs of collection and enforcement.
- G. In the event that parents or legal guardians default with regard to their obligations to pay tuition as described in this document, the Board of Education will proceed as though the parents or legal guardians had consented to the ex parte entry of judgment against them for their obligations under the terms herein set forth.

5. **Information for Persons Who Live in a Rented Residence in the Borough of Bergenfield:**

- A. You are **NOT** a Bergenfield resident for tuition-free school registration purposes unless you can furnish written proof that as the student’s parents or legal guardians (as declared by Surrogate Court of Bergen County) you are the **legal renters** of the Bergenfield premises claimed as a residence and, upon further investigation, can prove that you (and they) **DO**, in fact, **LIVE THERE**.
- B. School District Policy does **NOT** allow exceptions to this definition of “legal resident” and does not allow for tuition-free enrollment of non-resident students UNDER ANY CIRCUMSTANCES.
- C. **RENTERS ARE CAUTIONED TO ASK THAT YOUR LANDLORD FURNISH YOU WITH PROOF THAT THE APARTMENT OR THE HOUSE YOU ARE RENTING COMPLIES WITH ALL BOROUGH REQUIREMENTS TO QUALIFY AS A LEGAL RENTAL PROPERTY IN THE BOROUGH OF BERGENFIELD.** We **WILL** check your rental premises against the official records of the Borough of Bergenfield to verify that you are living in a property that has been approved by the Borough for use as a rental property or a property in which occupancy by other than the owner(s) has been approved by the borough. ***THIS CAUTION IS FOR YOUR PROTECTION AND TO ENSURE THAT BERGENFIELD’S TAXPAYERS DO NOT PAY THE BILL FOR STUDENTS WHOSE PARENTS HAVE RENTED A RESIDENCE WHICH THE BOROUGH HAS NOT APPROVED FOR THAT USE.***
- D. If there is pressing need for a student to be registered in the Bergenfield Public Schools before his/her parent(s) or legal guardian(s) can furnish **ALL** of the required proofs, the student will be accepted **ONLY AS A TUITION-PAYING NON- RESIDENT STUDENT**, AND only after payment-in-advance by cashier’s check of tuition for 2 months, at a rate of one-tenth per month of the state-established tuition rate, for that student’s grade level and level of programming.

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- E. If a parent or guardian fails to comply with the procedures for documenting residency, custody, and full financial responsibility that are described herein, and on the Affidavit of Residence which **MUST** be completed by the parent(s) and/or “host residents”, the student will be **DENIED** tuition-free admission. The student will then be admitted **ONLY** after payment-in-advance by cashier’s check of full tuition due for the remainder of the current school year, pro-rated at the rate of one tenth the state-established annual tuition rate, for that student’s grade level and level of special programming.
6. Should further investigation provide evidence that a student has been granted admission as a resident non-tuition-paying student on the basis of false, inaccurate, or otherwise misleading information which was provided as an inducement for the school system to grant tuition-free status, the student will be removed without need for a hearing conducted by the Board of Education. The persons who have furnished false information shall be prosecuted to the fullest extent of the law and shall be responsible for payment of back tuition, if any, at the rate of one tenth the annual state-established tuition rate for month plus interest at the rate of nine per cent per annum, plus all costs of collection and enforcement. The Board of Education shall proceed as though the parent(s) or the legal guardian(s) had consented to the ex parte entry of judgment against them for their obligations under the terms set forth herein and in the affidavit materials which were completed as part of the registration process.

### **TUITION RATE APPROVED BY NJ DEPARTMENT OF EDUCATION FOR THE BERGENFIELD PUBLIC SCHOOLS 2022-2023**

Preschool/Kindergarten	\$15,719 per year*
Grades 1-5	\$16,147 per year*
Grades 6-8	\$15,797 per year*
Grades 9-12	\$16,374 per year*
Learning/Lang. Disability (mild to mod.)	\$22,054 per year*
Autism (Tri Valley Special Program)	\$126,801 per year*
Multiple Disability	\$20,974 per year*
Preschool Disability - FT	\$14,226 per year*

\*The school calendar from September 1 through the following June 30.

# STUDENT REGISTRATION REQUIREMENTS AND AGREEMENT

## AGREEMENT

I have read the publication entitled STUDENT REGISTRATION REQUIREMENTS AND AGREEMENT which was furnished to me by a representative of the Bergenfield Public School System. This will confirm my agreement to provide full and accurate information as requested by the Bergenfield Public School District and that I agree and understand that if these conditions are not met, then:

- a. I will be responsible for full tuition payment as of the student's first day of attendance in the Bergenfield Public School System as well as for the costs of collection and interest at the rate of nine percent per annum, and for payment of tuition for the remainder of the current school year;
- b. the student will be removed from attendance, with no need for a Hearing before the Board of Education, until and unless all financial obligations and arrears shall have been paid in full with interest and collection costs as they are described in this publication;
- c. the person(s) who have provided false, incomplete, or misleading information to the Bergenfield Public School System as an inducement for the school system to grant tuition-free resident status to the student will be subject to prosecution to the fullest extent of the law, and
- d. the Board of Education will proceed as though the parents or legal guardians had consented to the ex parte entry of judgment against them for their obligations under the terms set forth in this publication.

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
School Official's Signature, Title

Date \_\_\_\_\_

Date: \_\_\_\_\_