



Frederick County Public Schools

Nonresident Student Tuition, School Year 2026-2027

This application is for one school year only. The student must first be registered with the school's registrar. Enrollment is not automatic from year to year. Reference Policy 406R-B, [Admission of Nonresident Students \(Tuition\)](#) for guidelines. Special services and Frederick County real estate taxes paid may affect total tuition due. For assistance with this form, contact Melissa Macauley, Finance Department, 540-662-3889 ext. 88226.

STUDENT INFORMATION: *(Complete a separate form for each student.)*

Student's Name: _____

Physical Address: _____
Street or Route City State Zip

Parent/Legal Guardian: _____ Phone: _____

Parent Employed Full-time with FCPS: ☐ No ☐ Yes, Date of Hire/ID#: _____

School you wish to attend: _____ Grade: _____

Previous School & Reason for Leaving: _____

Does student receive any special services as part of his/her planned school program? *Check all that apply; provide a copy of the student's IEP and/or 504 Plan to the Registrar.*

☐ IEP ☐ 504 Plan ☐ Gifted Instruction ☐ None

My signature below authorizes this application and affirms my understanding that all tuition and related charges for the student shall be in accordance with school board policy and regulation, which may include additional charges for special services if applicable. Tuition is pro-rated for part-year enrollment. A change in residence could affect tuition due. If this application is approved, I shall remit all monies due before the first of each semester, or student's enrollment in Frederick County Public Schools may be jeopardized. FCPS does not accept electronic payments; payment must be made by cash or check/money order payable to Frederick County Public Schools.

Parent/Legal Guardian Signature: _____ Date: _____

Registrar forwards form to the school Principal.

SCHOOL LEVEL APPROVAL: ☐ Approve ☐ Deny

Principal's Signature: _____ Date: _____

Consult with the Director of Special Instructional Services or Student Support Services prior to approval of tuition for students with special services; forward approved form to Finance; notify the Superintendent or designee of a denied request.

SPECIAL SERVICES REVIEW: ☐ N/A ☐ 504 ☐ IEP ☐ Gifted

☐ Approve - *no additional charges* ☐ Approve with additional charges: \$ _____ (*see attached*) ☐ Deny

Special Services Signature: _____ Date: _____

Return form to Finance.

FINANCE: *Annual tuition cost is published in May for the coming fiscal year.*

☐ \$10,109 - In-State ☐ \$18,541 - Out-of-State ☐ \$1,500 - Employee ☐ Employee - Tuition Waived

Other Charges: \$ _____ RE Tax Credit, Sem 1: \$ _____ RE Tax Credit, Sem 2: \$ _____

☐ Semester 1: \$ _____ Paid _____ ☐ Semester 2: \$ _____ Paid _____

Routing: ☐ IT ☐ Registrar ☐ Parent ☐ Payroll Date: _____ Emp #/DOH: _____

406R-B - Admission of Nonresident Students (Tuition)

The Frederick County Public Schools may accept tuition students. The acceptance of these students shall be based on the following guidelines:

1. The tuition charge for nonresident students as defined by state law will not exceed the total per capital cost of education, exclusive of capital outlay and debt service, for secondary or elementary pupils, as the case may be, and the actual additional cost of any special education or gifted/talented program provided for the student. The exception will occur in cases where the tuition charge is payable by the school board of the country/city of the students' residence pursuant to a contract negotiated between the school boards of the two localities. In such a case, the tuition charge shall be that amount fixed by the contract.
2. The preliminary registration of a child with disabilities does not create a legal obligation of the Frederick County School Board to provide the child with a free appropriate public education under either federal or Virginia law. The legal obligation to provide such an education remains that of the school board of the child's home school division. If parents or the resident school division seek to place a student in the Frederick County Public Schools because the resident school division has determined it has no appropriate placement for the student and/or because the resident school division has agreed to an alternative placement pursuant to an IEP for the student, the resident school division is solely responsible for the necessary and reasonable expenses incurred by the Frederick County School Board in providing the student with the required education. For nonresident students with disabilities who live outside of Frederick County to be enrolled, there must be a prior written consent agreement with the school board of the resident school division for payment of tuition and cost for all related services. The principal shall make the decision on an application for enrollment of a student with disabilities who lives outside of Frederick County after consulting with the Director of Special Instructional Services and the Division Superintendent.
3. A nonresident who owns real estate within Frederick County on which he pays taxes, shall, upon presentation of his/her tax-statement receipt to the clerk of the school board, be given a credit of fifty percent of the tax he/she has paid against his tuition bill. If such nonresident claims the tax credit by virtue of a real-estate tax paid by a corporation of which he/she is a member, he/she shall be required to submit to the clerk of the school board a notarized statement signed by the head of the corporation confirming the exact amount of his/her share in the real-estate tax paid by the corporation. A notarized statement from a partnership must be signed by the business partners of the nonresident who is claiming the tax credit. Fifty percent of the June real-estate tax payment will be credited toward the first-semester tuition and fifty percent of the December real-estate tax payment will be credited to the second-semester tuition.
4. The admission of nonresident students shall not impact the individual school enrollment in such a manner as to require additional teachers or courses to be added in the school. The superintendent and/or their designee may approve exceptions, in their sole discretion.
5. Nonresident students shall be admitted with the understanding that they shall be subject to the rules and regulations of the school board and of the school or schools attended.
6. The chief administrator of the respective schools shall be empowered to accept or reject any nonresident student making application after consultation with the division superintendent. Any nonresident student who has been expelled by a school board in another school or school system will not be admitted to the Frederick County Public Schools until such time as the former school system or school would have reinstated the student. The administrator of the receiving school shall check with the administrator of the sending school of the nonresident student to obtain a report of the student's status.
7. School administrators have the right to drop from the school rolls any nonresident student who violates either school board or individual school regulations. The nonresident student must accept this condition when enrolled.
8. Tuition payments shall be made in advance of each semester. The first payment shall be made on the day the student is enrolled. The second payment shall be made no later than the first day of the second semester. If a parent or guardian who is a nonresident moves into Frederick County, such parent or guardian shall be refunded the amount of tuition paid for that portion of the semester in which the student will be a county resident. Tuition payments shall be made by check to the Frederick County School Board and sent to the executive director of finance.
9. If a student whose parents reside in Frederick County is enrolled in a county school and the parents move into another jurisdiction, the student may remain in a Frederick County school on a tuition basis. If the student's parents move after March 31, the student may complete the year without tuition costs.
10. Students attending the Frederick County Public Schools under a foreign exchange program approved by the board shall be admitted without the payment of tuition.
11. Nonresident students must provide their own transportation to and from the assigned school.
12. The tuition charge for children of nonresident, full-time employees and school resource officers shall be discounted to the total annual amount of \$1,500 unless the employee, at the time of enrolling his/her child, has completed three consecutive years with FCPS at which time the \$1,500 is waived except for children with disabilities and those requiring gifted and talented services if additional charges above the \$1,500 are assessed. In this instance, a credit of \$1,500 will be applied. Acceptance of a nonresident child of full-time employees and school resource officers must receive approval from the school principal receiving the student before enrolling. A nonresident employee that registers a child with disabilities does not create a legal obligation for the Frederick County School Board to provide the child with a free appropriate public education under federal or Virginia law. This benefit only applies to FCPS schools and not regional programs in which FCPS serves as fiscal agent.
13. The Tuition Form for Nonresident Students can be found on the division's website and must be completed. A nonresident student shall not attend FCPS until final approval is granted. Approval to accept a nonresident student is a yearly process and is not guaranteed.
14. If a nonresident, full-time employee whose child is enrolled in Frederick County Public Schools leaves their full-time employment with FCPS or a school resource officer leaves his/her position as a school resource officer for any reason during the school year, they shall be responsible for paying regular nonresident tuition on a pro-rated basis. If the employee elects to withdraw their child from FCPS at the conclusion of their full-time employment with the school division or a school resource officer elects to withdraw their child from FCPS at the conclusion of their employment as a school resource officer, any prepaid tuition will be reimbursed on a pro-rated basis.
15. A parent or employee may appeal a denial of acceptance to the superintendent and/or their designee.
16. Given the location of Frederick County to the geographical borders of several other states, this Policy also applies to the admission of nonresident school age students who reside beyond the boundaries of the Commonwealth of Virginia and in a state that grants the same privileges to residents of the Commonwealth.

Legal Reference(s): Art. VIII, § 7; Code of Virginia, Section(s) 22.1-5 and 22.1-215; and 8 VAC 20-81-30.

Approved: May 18, 1981

Amended: July 5, 1983; August 21, 1989; December 7, 2006; August 20, 2015; July 19, 2017; May 16, 2019; August 27, 2019; July 12, 2023