

**TUITION APPLICATION – 2024 - 2025**

**Oak Ridge Schools  
Oak Ridge, TN 37830**

Date Received by: \_\_\_\_\_ Please check: New Application \_\_\_\_\_  
Received by: \_\_\_\_\_

Please provide the following information and return the completed form to Pupil Services, School Administration Building, 304 New York Avenue, Oak Ridge, TN 37830. **You may mail the form to Oak Ridge Schools, Department of Pupil Services, Attention: Tuition Applications, 304 New York Ave., Oak Ridge, TN 37830.**

We reserve the right to rescind any placement if enrollment significantly changes. If enrollment changes occur that will affect your child, you will be contacted by phone immediately. **IF the application is approved, transportation will not be provided by Oak Ridge Schools.**

<b>Student's Name:</b>			Home Phone:
Street Address:			Cell phone or email:
City:	County:	State:	Zip:
Legal Parent/Guardian Name:			Grade Entering:
Student's Date of Birth:	School Last Attended including Telephone #	School Requesting to Attend	<b>Elementary School Only:</b> 1 <sup>st</sup> Choice
			2 <sup>nd</sup> Choice

**Parent /Legal Guardian must submit the following documents with application for Tuition:**

- Student's most recent report card/progress report;
- Attendance record;
- Discipline record; and
- Documentation from current school administration stating student is currently in good standing.
- If high school, please attached current transcript.

Has the above named student required (or currently receiving) special education services? Yes, No or 504 services  
If yes, please explain: \_\_\_\_\_

Has the above named student had disciplinary/attendance problems at school? Yes or No. Please circle.

If yes, check disciplinary measure(s) taken: Suspended \_\_\_\_\_ Expelled \_\_\_\_\_ other \_\_\_\_\_  
Please \_\_\_\_\_ explain:

I have read the school's policy relative to tuition students and agree to the terms as stipulated. I understand tuition students are accepted only if student enrollment permits. I give permission to contact my child's former school to obtain addition information for approval of my child's application. By signing this form, you are acknowledging the above information to be true and accurate.

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

**A response letter for acceptance/denial of tuition status as well as method of payment request will be mailed to you.**

**For office use only: Application: Granted \_\_\_\_\_ Probationary \_\_\_\_\_ Denied \_\_\_\_\_ If denied, please state reason(s):** \_\_\_\_\_

Signature of Principal \_\_\_\_\_ Date \_\_\_\_\_

Signature of Pupil Services Director \_\_\_\_\_ Date \_\_\_\_\_

**Revised February, 2023**

Students residing outside the boundaries of the school system may attend schools within the school system under the following conditions:

They must be approved by the superintendent of schools or designee.

They must pay a tuition fee established annually by the Board.  
Tuition rate information is available in Pupil Services.

Requests from students from adjoining states to attend school shall be considered on a case-by-case basis.

If a tuition pupil withdraws from the Oak Ridge Schools during the school year or becomes a resident, a proportionate refund shall be made for the remaining period covered by tuition payment. The tuition for a nonresident pupil who moves into the school district during the first grading period of the school year will be refunded.

When payment is not made on all or any part of the required tuition for a previous year, the student(s) shall be excluded from future attendance until all prior and current tuition is paid.

If a parent of a student teaches outside the school system of the parent's residency, the student may be allowed to attend such school system if the appropriate tuition requirements are met, provided that there is available room and teaching capacity and other determinations made by the Board according to applicable law.

The school system shall have the right to reject the application of any pupil who fails to meet satisfactory scholastic standards, or maintain satisfactory daily attendance, or maintain satisfactory behavior.

Tuition shall be payable by contract, in advance, on an annual or semester basis.

With approval of the superintendent, an alternate payment schedule may be utilized; however, any such schedule must provide for payment at least a month in advance.

**There shall be no obligation for the Oak Ridge Schools to provide transportation for nonresident pupils.**

Resident pupils whose parents move from the city during the school year but wish to remain enrolled during the remainder of the school year shall pay proportionate tuition charges for attendance and must meet the requirements of tuition students. Parents must submit in writing any residency changes to the Director of Pupil Services within five school days of the change.

**February, 2023**