



NON-RESIDENT TUITION FAQ

Non-resident tuition collection is overseen by the Office of the State Superintendent of Education (OSSE) through the Office of Enrollment and Residency (OER). The following guide lists common questions received from those interested in enrolling in District of Columbia Public Schools (DCPS) or a public charter school in the District. For non-residency regulations, please refer to 5-A DCMR § 5013.

Who should be contacted for questions on the non-resident tuition process?

Please contact the Office of Enrollment and Residency (OER) at OSSE.Residency@dc.gov or (202) 727-7224.

TUITION-PAYING NON-RESIDENT STUDENTS

What is a tuition-paying non-resident student?

A tuition-paying non-resident student is a student who is not a bona fide resident and resides outside of the District of Columbia and is enrolled in a DCPS or public charter school and pays non-resident tuition in order to attend that District public school.

ENROLLING AS A TUITION-PAYING NON-RESIDENT STUDENT

Can a non-resident student attend a school in the District of Columbia?

A non-resident may attend any DCPS or public charter school only if there are no DC students on the school's waitlist and the student is approved to enroll by the local education agency (LEA). The non-residents should contact My School DC to determine whether there are students on the waitlist of the school the non-resident student wishes to attend.

What is the process for enrolling a non-resident student?

If a non-resident student would like to attend a District public school, the non-resident and LEA will complete the following actions *prior* to delivering any educational services:

1. The non-resident student applies to the school using the appropriate application process;
2. The LEA extends an offer only when the waitlist is cleared of District residents, the LEA will check with OSSE for confirmation that there is no waitlist;
3. The LEA notifies OSSE of the non-resident student and directs the non-resident to contact OSSE to set up a tuition agreement;
4. The enrolling non-resident receives a non-resident tuition agreement and payment instructions;
5. The enrolling non-resident submits a completed non-resident tuition agreement and initial tuition payment; and
6. OSSE notifies the LEA when the non-resident has completed a tuition agreement and initial tuition payment.

What happens if the student initially enrolls as a tuition-paying non-resident and becomes a District resident?

Tuition paying non-resident students sometimes move to the District, thus becoming resident students. In these cases, the following steps are made:

1. The enrolling person must contact the school and complete the DC Residency Verification Form (DCRV) and submit supporting residency documents to the school.
2. The school must notify OSSE that the required DCRV has been completed and valid supporting residency documentation has been submitted.
3. The parent receives confirmation from OSSE regarding the acceptance, validity, and verification of residency documentation.

OSSE may review documents submitted to school and reserves the right to request additional documentation. Once these steps have been completed, OSSE assesses a pro-rated tuition amount based on the time the student attended a public school in the District as a non-resident and **the date the school signed the DCRV**. The re-assessed amount can result in a remaining debt, or a surplus that is reimbursed. Any outstanding debts that are not received are referred to the DC Central Collections Unit.

What is the process for re-enrollment as a tuition paying non-resident student?

Non-resident students who have been approved to attend a District public school may remain until the final grade of that school without re-application as long as the following conditions are met:

1. The current non-resident student has paid in full the total non-resident tuition by July 15th of each school year that the non-resident student has been in attendance; and
2. The current non-resident student's initial enrollment in the school was in accordance with all applicable policies, regulations and laws, and not based on false or fraudulent information.

The following steps must be taken to re-enroll if the above conditions are met:

1. The person enrolling the student must complete and return to OSSE a new non-resident tuition agreement for the new school year;
2. The person enrolling the student must make an initial tuition payment for the new school year via the Citibank online portal; and
3. The enrolling LEA/school must receive confirmation from OSSE of up-to-date payment status and completed tuition agreement before providing educational services.

Upon completion of the final grade of a school, current tuition-paying non-resident students who have been approved to attend a public school in the District are not guaranteed a space at a feeder or other District public school for the following grade. All non-resident students who wish to attend a feeder or other District public school for the following grade shall apply to enroll in the feeder or other District public school.



What happens if the student initially enrolls as a District resident but becomes a non-resident?

The following categories of non-resident students may be approved to attend a public school in the District even though the school is not otherwise open to non-resident students (subject to their payment non-resident tuition) in order to provide for continuity of instruction:

1. A student who is enrolled and attending the final grade level of a school and who becomes a non-resident student during that school year;
2. A student who would have re-enrolled in the final grade level of a school in September, but who became a non-resident student during the school year or summer prior to that final grade year;
3. A ward of the District who is no longer a ward because he or she was placed in the permanent care and custody of a parent, guardian, or custodian who resides outside the District. They shall be approved to attend the District public school they attended before being permanently placed, until the final grade of that school, and are not subject to the payment of non-resident tuition.

What happens if the non-resident student withdraws from school?

Tuition-paying non-resident students who withdraw their enrollment from the District public school they are attending are eligible for a reassessment of their non-resident tuition. The reassessed tuition amount is based on a prorated daily rate from the time the student was a non-resident up until the non-resident completes the enrollment withdrawal forms with the school. Any outstanding debts that are not received are referred to the DC Central Collections Unit.

NON-RESIDENT TUITION AGREEMENTS

When are tuition agreements sent if the non-resident student is approved to attend a public school in the District?

Tuition agreements are sent to the enrolling person's email address around the first week of August of each school year. While a non-resident student may complete enrollment at the school prior to August, this enrollment is conditional on the completion of a tuition agreement and initial tuition payment. The agreements are not sent earlier because tuition amounts for the school year are not finalized until July of each year with the passage of the District budget.

How does OSSE collect tuition agreements?

All agreements are completed and collected electronically using a third-party document collection service. The information provided in the agreement is only used for the District of Columbia's tuition collection purposes.

What happens if there is a mistake on the agreement?

Incomplete or incorrect agreements are rejected and require the enrolling person to complete a new agreement. Complete and correct agreements are required before the student is eligible to attend a public school District.

Can the terms of the agreement change?

Yes. Terms of the agreement can change if the non-resident student has a change in educational services. For example, if they initially enroll and are not receiving special education services but are later assessed to receive educational services, an updated tuition amount will be assessed to incorporate increase in educational services.

NON-RESIDENT TUITION PAYMENTS

How much is tuition for attending a public school in the District as a non-resident?

Tuition rates vary by grade, sector, and the educational services the student receives. These amounts change each school year. As a helpful reference, one can review prior years' tuition amounts on the OER website - <https://osse.dc.gov/service/supporting-families-supporting-schools-enrollment-season-2019-20>

What tuition payment options are available?

Tuition payments can be made in two ways, all at once in a "lump sum" or monthly. In rare cases where a student has transitioned from resident to non-resident near the end of the school year and is eligible to remain enrolled as a non-resident, only the lump sum may be available.

How are monthly payment amounts calculated?

The monthly payment schedule is spread over a maximum of nine months and in most cases assigns the last scheduled payment on April 1 of the current school year.

Monthly Payment Schedule Example

Example – School starts on Aug. 19 and the Initial Payment and agreement are received by OSSE on Aug. 13. The student can start school on the Aug. 19 and the next payment is due on Sept 1. The following monthly payment amounts are based on a total tuition amount of \$13,396 and nine payments for the school year – from August to April

Initial Payment (August)	Sept. 1	Oct. 1	Nov. 1	Dec. 1	Jan. 1	Feb. 1	March 1	April 1
\$1,488.44	\$1,488.44	\$1,488.44	\$1,488.44	\$1,488.44	\$1,488.44	\$1,488.44	\$1,488.44	\$1,488.48

How is the daily rate calculated for prorated amounts?

Prorated tuition amounts for non-resident enrollments that are less than the full school year are calculated by dividing the total tuition amount for a school year by the total number of school days for the year by the total number of days the student was enrolled as a non-resident.

Prorated Tuition Amount Example

Example – the following student was assessed a total tuition amount of \$13,396 for a school with 180 school days. The student was enrolled for 45 days before withdrawing and completing the withdrawal form at the school. The owed non-resident tuition amount would be:

$$\frac{\$13,396 \text{ total tuition for the year}}{180 \text{ school days}} = \$74.42 \text{ daily rate} \times 45 \text{ days enrolled} = \$3,339.90 \text{ prorated tuition amount}$$



What happens if a student is excluded for non-payment of tuition?

When a non-resident has not made a full tuition payment for more than 90 days, the student may be excluded from attending the District public school. If excluded, the student will be required to pay all outstanding tuition before the student is eligible to re-apply to the school. Additionally, any outstanding debts are referred to the DC Central Collections Unit.

Regardless of the number of days delinquent, all tuition must be paid, in full, by July 15 in order for the non-resident student to be eligible to re-enroll.

When are monthly payments due?

For tuition agreements on monthly payment plan the first initial payment is due prior to student attending school, the second payment on Sept. 1, and every subsequent payment thereafter on the first of each month, no later than the fifth of each month.

How are tuition payments made?

OSSE uses a secure online payment application for all tuition payments. This secure payment portal is run through Citibank and allows persons to pay using MasterCard, VISA, or linking directly to one's bank account. Checks and cash are not accepted.

To make a payment, the enrolling person will need the ZIP code used on the tuition agreement and the 10 digit unique student identifier (USI) number which will be provided by OSSE once the school has put the student in their student information system (SIS).

The secure payment portal is found at the following link
<https://osse.dc.gov/node/1122066>

Who should be contacted if there are issues with a username or password?

Contact OSSE.Residency@dc.gov or (202) 727-7224.

What happens if tuition payments are not made on time?

Payments are required within five days of the payment due date. After five days and 25 days, an email notification is sent for any outstanding payments. Additionally, formal notifications are emailed to the enrolling person after 30-, 60-, and 90-day delinquency periods.

After 90 days of non-payment the non-resident student is no longer eligible to remain enrolled and may be excluded. Any outstanding debts are referred to the DC Central Collections Unit.

Are there any discounts, scholarships or grants for teachers or DC Government employees?

No, there are no discounts, scholarships or grants for any non-residents. Payments can be made on behalf of the enrolling person by another individual; however, the responsible party will always be the person enrolling the student.

How do I report tuition payments on my taxes?

For questions pertaining to your taxes, please review with a Certified Public Accountant.

Does OSSE collect non-resident tuition for students attending a community-based organization (CBO)?

No, OSSE does not collect tuition for students attending a CBO.