

**ESSEX COUNTY PUBLIC SCHOOLS**  
**ADMISSION OF NON-RESIDENT STUDENTS**

Application form for Essex County Public Schools for the 2016-17 school session:

1. Name of Pupil: \_\_\_\_\_ D.O.B.: \_\_\_\_\_

2. School Now Attending: \_\_\_\_\_  
Present Grade Placement: \_\_\_\_\_

3. I am requesting admission to:

\_\_\_ Tappahannock Elementary School                      Grade \_\_\_

\_\_\_ Essex Intermediate School                              Grade \_\_\_

\_\_\_ Essex High School    Grade \_\_\_

Tuition Fee for 2016-17 School Session:   \$2,500.00  

Tuition charges cover all services offered through the regular instructional program located at each school. Any additional services will be the responsibility of the parent.

Has the student ever been suspended or expelled from any school division he/she has attended over the past three years? (Yes or No) \_\_\_\_\_ If so, please explain.

\_\_\_\_\_  
\_\_\_\_\_

4. Legal Guardian or  
Parent's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
County of Residence: \_\_\_\_\_  
Telephone: \_\_\_\_\_

Before signing, please read the enclosed School Board Policy on Admission of Non-Resident Students, as specified in Section JEC, pages 5-7 of the Essex County Public School policy.

Please mail or hand-deliver this form to:

Essex County School Board Office  
Attn: Beverly Carter, Tuition Assistant  
P.O. Box 756  
Tappahannock, Virginia 22560

**I have read the policy concerning admission of non-resident students and agree to abide by the tuition regulations.**

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

ESSEX COUNTY PUBLIC SCHOOLS

SCHEDULE OF TUITION PAYMENTS

2016-17 SCHOOL SESSION

- I. Fifty dollars (\$50.00) must accompany each application. No applications will be considered without this fee. The \$50.00 is included in the total amount charged for tuition. The application fee will not be refunded if the application is approved by the Board and the student does not enroll in public schools. If the Board does not approve the application, the application fee will be refunded.
- II. For student admitted to the schools, one-half of the balance for tuition will be due on or before the beginning of the school year.

Total Tuition Fee ..... \$2,500.00

Deposit (to accompany tuition application) .....   50.00

Balance Due ..... \$2,450.00

**Amount Due August 31, 2016 ..... \$1,225.00**

**Amount Due January 30, 2017 ..... \$1,225.00**

An application form must be completed for each child. Please forward a copy of academic records, discipline records and transcripts for each child with the application. **An official transcript from the exiting school will be required upon enrollment.** Once the application is submitted, the school division will review the student's academic records, discipline records, and also whether the student is in good standing. Students will not be enrolled until tuition has been paid in full at the beginning of each semester. It is the responsibility of the parent or guardian making the application to fulfill the financial obligation to Essex County Public Schools for tuition. Students who withdraw after the beginning of a semester will not receive a tuition refund for that semester. Transportation from outside the county will be the responsibility of the parent/guardian.

- III. Make Checks Payable : **Essex County Public Schools**  
Mailing Address: P.O. Box 756  
Tappahannock , Virginia 22560

*For Department of Student Services Use Only*

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Date Received by Department of Student Services \_\_\_\_\_

Student's Academic information
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Student's Behavior information
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Division Approval: \_\_\_ Yes \_\_\_ No

Additional Comments: