



MEMORANDUM

TO: Christian County Board of Education Board Members

FROM: Michelle Ladd, Special Education Director
Dr. Melanie A. Barrett, Director of Pupil Personnel

DATE: August 15, 2024

RE: Tuition Agreement Form 09.124 AP.21

Please review the Tuition Agreement Form 09.124 AP.21 procedure revision.

- The Preschool option has been added to the Tuition Agreement Form.
- Preschool option to pay monthly for 8 months has been added to the tuition form (payment would begin in September)
- Preschool tuition may be made to the bookkeeper at each school.
- Preschool tuition agreement would be completed and returned to the bookkeeper at each school.
- \$45.00 Fee would be assessed for a returned check.
- After receipt of Notice of Returned Check if you have not notified the bookkeeper or remit the required payment the board attorney will be contacted to pursue the appropriate legal actions.

Please review and approve the proposed policy revisions.

Non-Resident Tuition Agreement Form

STUDENT'S NAME _____

CURRENT ADDRESS: _____

SCHOOL YEAR: _____

- Preschool
- Elementary School
- Middle School
- High School

Annual tuition for the student named above is \$ _____. Tuition must be paid as indicated by check mark below:

- In full at the beginning of the school year
- One-half paid on the opening day of school and the balance paid on the first day school opens in January
- Monthly (for 10 months starting in August)
- PRESCHOOL ONLY: Monthly (for 8 months beginning in September)**

Non-Resident Tuition Payment may be made in person at the Central Office or mailed to:

***Jessica Darnell, Director of Business
 Christian County Public School
 200 Glass Avenue
 Hopkinsville, KY 42240***

Preschool Tuition Payment(s) may be made to the bookkeeper at each school.

A \$45.00 fee will be assessed for a returned check. After receiving the Notice of a Returned Check you have ten (10) working days from the date of the official notification to contact the district finance officer or school bookkeeper or remit the required payment indicated. If there is no contact or payment received the board attorney will be directed to pursue the appropriate actions per board procedure 07.1 AP.22 Notice of Returned Check.

TO BE COMPLETED BY THE PARENT/GUARDIAN

Please submit completed form to the Central Office for Non-Resident Tuition.

Please submit completed form to the school bookkeeper for Preschool Tuition.

My signature below indicates agreement with the above terms.

(Parent's/Guardian's Signature)

(Date)

Review/Revised:7/24/14