

Bedford County Public Schools

Policy JCE & Non-Resident Enrollment Applications

Notes from Policy JCE Non-Residents

- All non-resident students (including children of BCPS employees) must apply annually.
- The deadline to apply for the 2012-13 school year is July 1, 2012. Non-resident enrollment forms can be found at:
http://www.bedford.k12.va.us/parents/intent_forms/non-resident_transfer_form.pdf
- Students enrolled in Bedford County Public Schools as non-resident students prior to July 1, 2011 will be eligible to receive yearly tuition waivers if the student, parent, or guardian owns property in Bedford County.
- Residence Change: Moving into Bedford County – A student who is not a resident of Bedford County but who is planning to move to a location within Bedford County within the first 45 school days of the school year may be permitted to enroll in the school which they will attend after their move, if space and program are available. Proof of residency must be submitted with the application.
- Tuition contracts must be executed by the student's parents or legal guardian with the superintendent/designee. Tuition payments must be paid in two equal installments; the first payment is due two weeks before beginning school and the second payment is due a week before the beginning of second semester. Checks should be made out to "Bedford County Public Schools" and are due to the Office of Planning and Assessment by August 6, 2012- 1st payment and January 10, 2013-2nd payment. Schools are no longer collecting payments, but if you do receive a check please forward it to central office.
- Tuition rates have not been set by the School Board for 2012-13. Tuition for 2011-12 was set by the school board at \$3,360.00.
- Approved non-resident students who are the children of full-time nonresident, certificated, instructional employees or students who were enrolled in Bedford County Public Schools as non-resident students prior to July 1, 2011 who own property or whose parent owns property in Bedford County shall attend Bedford County Public Schools with a tuition waiver.

We are mailing letters to all current non-resident students who have not yet applied for enrollment for 2012-13. In the letter, parents are informed that they must show proof of Bedford County residence or submit an application for non-resident enrollment by July 1, 2012. If we do not receive an application by the deadline, the student(s) will be withdrawn from Bedford County Public Schools.

Non-residents who have applied and been approved will be receiving an approval letter from this office which includes information on tuition payments and a promissory note for tuition. This year, tuition payments will be made directly to my office and I will work with our Finance department to let them know who is supposed to pay tuition. I will be letting schools know if they need to withdraw any non-residents after the July 1, 2012 deadline.

Schools that the Bedford County School Board has closed to school zone transfers are also closed to new non-resident students. Policy JCE does allow for some exceptions for children of employees or those moving into the county within 45 school days as stated earlier in this memo.

Transportation is not provided by BCPS. The parent/guardian shall be responsible for providing transportation to school or in some cases to a current bus pick-up within your school zone.

Our department will start sending principals request forms via the SSWS on March 1, 2012. Please try to complete the forms within 10 business days. If you have questions, please contact me. You may also wish to look at your projected membership numbers for 2012-13 in considering these new requests. Membership projections were presented to the School Board on 11/10/2011 and can be found in BoardDocs at:

[http://www.boarddocs.com/vsba/bcsbva/Board.nsf/files/8N8GYM461A37/\\$file/10-26-2011%20Student%20Membership%20Projections%20For%202012-2017.pdf](http://www.boarddocs.com/vsba/bcsbva/Board.nsf/files/8N8GYM461A37/$file/10-26-2011%20Student%20Membership%20Projections%20For%202012-2017.pdf)

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