

Finance Policy #607 Tuition Income

Purpose:

Funding for Charter Cyber Schools is dictated by the School Code and is based on a formula applied by PDE.

Guidelines:

- The Charter School is funded by local school districts that pay a tuition rate determined by a formula that calculates the cost per pupil in the school district and then reduces that figure by a formula that subtracts federal funds, adult ed., student transportation, capital outlay, and other financing uses. This leaves about 80% of the per pupil cost as the tuition rate for the cyber school student from that district.
- Districts are required to submit a PDE 363 to the Charter School to verify their per pupil cost for the cyber tuition.
- The Charter School invoices the local districts monthly using the PDE 363 figure times the number of months the student is attending.
- When students leave the Charter School the districts are no longer billed until the end of the year when reconciliation is calculated based on the actual days the student attended. This may result in a bill or a refund to reconcile any differences.
- When districts refuse to pay their invoices the CEO submits to PDE copies of the invoices and a request to withhold the funding from the district and instead to submit it to the charter school. The request must include the school calendar, the Enrollment Notification Forms, and the first page of any IEPs for the special education students.
- All tuition checks must be deposited into the bank account.
- Parents may not pay the tuition for the district.
- The Board of Trustees receives a monthly statement from the Business Manager as part of the financial report regarding the status of each district in paying their tuition. Any payments from PDE for delinquent districts are made through the Unipay system.

Delegation of Responsibility:

The CEO is responsible to ensure that tuition bills are properly prepared and delinquent accounts are referred to PDE, and receipts are deposited in a timely manner.

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS CONTROL. THIS POLICY IS NOT INTENDED TO CONFLICT WITH CHARTER REQUIREMENT.