

Instructions

The Department of Elementary and Secondary Education's Guidelines for the Vocational Technical Education Program Nonresident Student Tuition Process Pursuant to M.G.L. c. 74 are available at <http://www.doe.mass.edu/cte/admissions/>. The Guidelines provide important information about the nonresident tuition process and thus should be reviewed.

This application is to be filed for a student who has been admitted, or is being considered for admission, to a specific Chapter 74-approved vocational technical education program outside of his/her district of residence for which his/her city or town of residence may be required to pay tuition. The official list of Chapter 74-approved vocational technical education programs is contained in the Chapter 74 Vocational Technical Education Program Directory available at <http://www.doe.mass.edu/cte/programs/>.

PART I should be completed by the receiving district, student, and student's parent/guardian. If the student is under 18 his/her parent/guardian must sign. The application should be given to the applicant/parent/guardian with instructions to provide it to the superintendent of the district of residence by **February 1st** for postsecondary/postgraduate programs, and by **April 1st** for secondary programs.

PART II must be completed by the superintendent of the district of residence clearly indicating approval or disapproval. If the application is disapproved, the reason for disapproval must be provided. The application must be returned to the receiving district **within 10 business days**.

If the receiving district or student's parent/guardian finds that the decision of the superintendent of the district of residence is contrary to law, regulations, Board or Department of Elementary and Secondary Education policy, the application may be forwarded to the Department of Elementary and Secondary Education for review **within 10 business days** of its receipt from the district of residence, with an explanation of how the decision is contrary to law, regulations, Board or Department of Elementary and Secondary Education policy, and any supporting documentation which would help the Department to make a decision. The district of residence and the receiving district may be required to provide additional information to the Department. The Department will review the disputed application and rule on the review **within ten business days** of the receipt of the request for a review provided that all requested information is received. The Department may extend the review for a reasonable period in order to acquire additional information. The Department will return copies of the application with the decision to the party that sent it, including the receiving district and the district of residence.

If the application is approved, and the student is admitted, the student's city or town of residence will be liable for the payment of tuition as provided for in M.G.L. c. 74, section 7C. Districts must keep copies of approved nonresident applications on file and make them available for verification and audit.

For assistance, please contact Marnie Jain at the Department of Elementary and Secondary Education. Tel: 781/338-3908 or e-mail: mjain@doe.mass.edu. Applications for review should be sent to Ms. Jain at the Massachusetts Department of Elementary and Secondary Education – Office for Career/Vocational Technical Education, 75 Pleasant Street ■ Malden, MA 02148.