

**1. What is the 2014-15 Tuition and Required Fees approval process timeline?**

Date	Action Required
Week of June 16	The Department will provide each school a worksheet that enables them to verify their 2014-15 Tuition and Required Fees.
June 20	Schools submit the 2014-15 Tuition and Required Fees worksheet, along with all required documentation.
June 23-July 3	The Department reviews worksheets, verifies tuition and required fees, and follows up with additional questions if needed.
Week of July 7	The Department provides schools their 2014-15 Approved Tuition and Required Fees for review.
July 18	Schools sign off and submit the 2014-15 Approved Tuition and Required Fees document to the Department.

**2. How do schools complete the 2014-15 Tuition and Required Fees Worksheet?**

Step	
1. Review NOI information	<ul style="list-style-type: none"> <li>• The first table should contain all of the tuition and required incidental or supplementary fees the school charges to all enrolled students (scholarship and non-scholarship).</li> <li>• Verify that the required information in the table is correct, or make revisions within the table if necessary.</li> </ul>
2. Review one-time required fee information	<ul style="list-style-type: none"> <li>• Indicate in the second table if the school charges a one-time required fee that only applies to <u>all new</u> students (scholarship and non-scholarship) enrolling in the school for the first time.</li> </ul>
3. Attach documentation	<ul style="list-style-type: none"> <li>• Documentation should provide evidence for each of the listed tuition and required fees.</li> </ul>
4. Sign and Scan	<ul style="list-style-type: none"> <li>• Send updated 2014-15 Tuition and Required Fees worksheet to <a href="mailto:studentscholarships@la.gov">studentscholarships@la.gov</a></li> </ul>

**3. What Required Fees should schools include in the worksheet?**

Schools should include all incidental or supplementary fees that the school charges to all students (both scholarship and non-scholarship). Examples include technology fee, textbook fee, supply fee, etc.

**4. Can schools list one-time registration fees that apply to all new students enrolling in the school for the first time?**

Schools that charge a one-time registration fee for all new students (scholarship and non-scholarship) enrolling in the school for the first time may include the one-time registration fee in the worksheet.

**5. What documents should schools provide to justify their Tuition and Required Fees?**

For audit and verification purposes, schools must provide documentation that supports all tuition and required fees listed on the worksheet. This documentation may include, but is not limited to, registration forms, tuition and fee schedules, or images of tuition/fees listed on the school's website.

**6. How will the Department determine scholarship payment amounts?**

When tuition and fees for participating nonpublic schools are increased, payments for scholarship students shall be determined as follows:

If tuition and fees were at or above two-thirds of the MFP per pupil amount for the district in which the school is located, then the department shall not pay more than a 5 percent annual increase for participating scholarship students at the school.

If tuition and fees were below two-thirds of the MFP per pupil amount for the district in which the school is located, then the department shall not pay more than two-thirds of the MFP per pupil amount or a 5 percent annual increase for participating schools, whichever is higher.

Once tuition and fees are equal to or greater than the MFP per pupil amount for the district in which the school is located, then the payment to the nonpublic school shall not exceed the MFP per pupil for the district.

**7. May schools that specifically charge a higher tuition for special needs students receive a higher scholarship payment amount?**

Schools may potentially charge higher tuition for special needs students if they meet the following criteria:

- 1) The school charges a higher tuition for students receiving special education services.
- 2) Educational services have been provided to students with exceptionalities (excluding students deemed gifted or talented) for at least 2 years.
- 3) These educational services are provided by teachers with the appropriate special education certification or other appropriate education and training, as defined in Bulletin 1706.
- 4) Services and instructions are provided in accordance with a student's IEP or services plan.
- 5) The school specifically indicated a desire to serve special needs students during the notice of intent process.

After the completion of the 2014-15 Tuition and Required Fees approval process that applies to all students, the Department will follow up with specific schools that meet all of the above indicated criteria to determine if they require higher tuition. For schools that are approved to charge higher tuition for special needs students, the Department shall not pay more than two-thirds of the MFP per pupil amount in which the school is located or a 5 percent annual increase, whichever is higher.

If you have any questions regarding Tuition and Fees, please contact [studentscholarships@la.gov](mailto:studentscholarships@la.gov).