NON-RESIDENT ENROLLMENT POLICY*
School Board Policy #4006.5

This policy applies to non-resident students whole legal guardian(s) are enrolling them in Merton Schools. The policy covers applications to attend on a tuition-basis as well as applications to attend while residency is being established (tuition waiver).

a.   Non-Resident Tuition Students
     CONDITIONS OF ENROLLMENT:

   1. The student may attend if the school board has determined that room exists at that particular grade level and/or program. Based on state statute, resident students and open enrollment students must be given priority over non-resident tuition students. Based on board policy, siblings of students currently attending Merton Schools are guaranteed enrollment.
   2. After approval of the school board, the student may attend during his/her first quarter of enrollment provided all necessary paperwork has been completed and a check for 25% of the established Department of Public Instruction formula is paid to the district's business office.
   3. At the end of each reporting period, another check for an equal amount must be paid to the district's business office.
   4. This process may be repeated for the entire school year. Application to attend on a tuition basis must be renewed each year.
   5.

b.   Non-Resident Tuition Waiver Students

Students whose legal guardian(s) have established Intent to Reside in the school district but who have not taken occupancy, may attend school in the Merton Community School District under the following conditions:

INTENT TO RESIDE IS ESTABLISHED BY:

1. Ownership of land in the district with anticipated occupancy within twelve (12) months, OR

2. Acceptance of an "Offer to Purchase" of a residence within the district, OR

3. A rental contract to live in a residence in the district.

CONDITIONS OF ENROLLMENT:

1. The student may attend during his/her first quarter of enrollment in the Merton Community School District provided the criteria for Intent to Reside are met and a check for 25% of the established Department of Public Instruction formula is placed on file in the district's business office. Failure to place the check on file means that the student will not be permitted to attend school in the district until formal occupancy is established. Formal occupancy is defined as where the person sleeps the majority of the nights.

2. If formal occupancy is established prior to the end of the first reporting period after the student's initial enrollment, the check for 25% of the established cost will be returned to the guardian(s) of the student. If formal occupancy is not established by this time, the check will be deposited and another check for the same amount must be placed on file in order for the student to continue attendance.**

3. This process may continue for up to four (4) reporting periods. Failure to attain formal occupancy by the end of four reporting periods could mean that the student would not be able to attend school in the district.

This procedure and timeline are required by Wisconsin State Statute 121.81
*This policy does not apply to Open Enrollment students**

Adopted: March 15, 1999
Revised: January 15, 2001
Revised: April 2003
Ref: 6004.1 Open Enrollment Policy

THE BOARD OF EDUCATION RESERVES THE RIGHT
TO DENY ENROLLMENT OF ANY NON-RESIDENT STUDENT

___ I have read the foregoing School Board Policy. I am applying for my child(ren) to attend Merton Schools on a tuition basis.

___ I have read the foregoing School Board Policy. I meet the criteria of the Intent to Reside. I expect to take formal occupancy of my residence on

I understand the cost responsibilities I have under this policy and as required by State Statute and would like to enroll the following children in the Merton Community School District:

Name _____ Grade _____

Name _____ Grade _____

Name _____ Grade _____

Name _____ Grade _____

Name _____ Grade _____

Applying to enter for the _____ school year.

Current Residence:

_____
_____

Future Residence:

Name _____

Date _____   Present Phone No. (   ) _____

Signature/Date _____

NOTE: *Cost per child for attending school in the Merton Community School District is determined by Wisconsin Department of Public Instruction formula.*

Adopted: March 15, 1999
Revised: January 15, 2001
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