

# CHAPTER 74 VOCATIONAL TECHNICAL EDUCATION NONRESIDENT TUITION APPLICATION

By **MARCH 15** – Must be received by the Receiving District for completion of Part I and Part II

By **APRIL 1** – Must be forwarded to the District of Residence for Completion of Part III

**NOTE: APPROVAL OF THIS APPLICATION DOES NOT GUARANTEE ADMISSION TO THE RECEIVING SCHOOL**

PART I: (TO BE COMPLETED BY THE RECEIVING DISTRICT, STUDENT & PARENT/GUARDIAN)				
School Year	Grade Entering	Program (State Title & CIP Code)	Length of Program	Estimated Annual Tuition
Last Name of Applicant		First Name		M.I.
Street Address of Applicant		City/Town/Zip Code		Telephone Number
Name of Receiving District		Contact Person in Receiving District		Telephone Number
<b>IF THE APPLICANT IS LESS THAN 18 YEARS OF AGE:</b>				
Last Name of Consenting Parent/Guardian		First Name		M.I.
Street Address of Consenting Parent/Guardian		City/Town/Zip Code		Telephone Number
Signature of Consenting Parent/Guardian				Date

PART II: (TO BE COMPLETED BY THE RECEIVING DISTRICT)		
The status of the student's application of admission to the school:		
Accepted <input type="checkbox"/>	On a Waitlist <input type="checkbox"/>	Not Accepted <input type="checkbox"/>
The application is still in review <input type="checkbox"/>		
<p>This same Chapter 74 program identified on this application is <input type="checkbox"/> is not <input type="checkbox"/> available in the student's district of residence. If the Chapter 74 or exploratory program is available in the district of residence, the student cannot be admitted to the receiving district through the Chapter 74 Non-resident Student Tuition Program. However, a student may apply for non-resident admission for the purpose of exploring specialized agriculture and natural resources programs not available in the student's district of residence.</p> <p><input type="checkbox"/> The parent/guardian and student have been informed that a change of district of residence or a change in program will require the submission of a new <b>Chapter 74 Vocational Technical Education Program Nonresident Student Tuition Application</b>.</p>		
Name & Title	Signature of Superintendent in Receiving District (or his/her designee)	Date

PART III: (TO BE COMPLETED BY THE DISTRICT OF RESIDENCE)		
Approved <input type="checkbox"/> Not Approved <input type="checkbox"/>		
If Not Approved, Provide Reason:		
Name & Title	Signature of Superintendent in District of Residence	Date

PART IV: TO BE COMPLETED BY THE DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION IN THE EVENT OF A PARENT/GUARDIAN REQUESTING A REVIEW OF THE DENIAL OF NONRESIDENT TUITION		
Decision:		
Name & Title	Signature (for the) Commissioner of Elementary and Secondary Education	Date

## 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/>.

**Note** that the approval or disapproval of the *Chapter 74 Vocational Technical Education Program Nonresident Student Tuition Application* is separate from the acceptance/non-acceptance of a student to a school through the school's admission policy. An approval for nonresident tuition becomes null and void if the student is not accepted to the receiving school.

**PART I** should be completed by the student and student's parent/guardian and submitted to the receiving district **by March 15** of the preceding year. If the student is under 18 his/her parent/guardian must sign. A staff member from the receiving school should be available to assist families in completing Part 1 of the application. The form must identify the program by its Chapter 74-approved state title, not by the course title assigned by the district. The specific program in the agriculture and natural resources cluster must be identified.

**PART II** must be completed by the receiving district and signed by the superintendent of the receiving district (or his/her designee) indicating a) the status of the student's application for admission, b) if the Chapter 74 program sought is/isn't available in the student's district of residence, and c) that the parent/guardian and student have been informed that a change in Chapter 74 program by a non-resident student will require the submission of a new *Chapter 74 Vocational Technical Education Program Nonresident Student Tuition Application*. The *Chapter 74 Vocational Technical Education Program Nonresident Student Tuition Application* should be given to the applicant/parent/guardian with instructions to provide it to the superintendent of the district of residence **no later than April 1** of the preceding school year. **Note:** If the Chapter 74 or exploratory program is available in the district of residence, the student cannot be admitted to the receiving district through the Chapter 74 Non-resident Student Tuition Program. However, a student may apply for non-resident admission for the purpose of exploring specialized agriculture and natural resources programs not available in the student's district of residence.

**PART III** 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 clearly stated. The application must be returned to the receiving district and the parent/guardian **within 10 business days**.

### **Disapproval of the Chapter 74 Vocational Technical Education Program Nonresident Student Tuition Application**

The non-resident student's parent or guardian may request that the Department review the disapproval. The request for a review and any supporting documentation shall be submitted in writing to the Department no later than May 1. The decision of the Commissioner shall be final. In making his decision, the Commissioner may take into consideration the availability of a comparable program that is closer to the non-resident student's residence, whether the district of residence has designated a school of preference and whether the cost of providing transportation to the non-resident student would be more than the average per student amount the district spent in the previous year for non-resident transportation.

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.

### **Approval of the Chapter 74 Vocational Technical Education Program Nonresident Student Tuition Application**

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](mailto: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.