HISD | Elementary Curriculum and Development
INSPIRING TEACHING, IGNITING LITERACY & LEARNING.

Prekindergarten Tuition Flowchart

For students who are <u>not eligible</u> and MUST pay tuition

Space
- All eligible 4-year-old students have been enrolled and there is space available for a tuition student
- *All campuses hold 5% of Pre-K seats available for eligible students*

Enroll
- The child is 4-years-old on or before September 1 of the given school year
- Family completes online application
- Family receives notification from the Office of School Choice after June 21 for Phase 3 TEA non-eligible PK 4 tuition considered on a space available basis

Paperwork
- Family completes tuition agreement and selects payment option (SchoolPay, check, or money order)
- Family registers with SchoolPay online if the school has set up SchoolPay (strongly encouraged)
- Agreement is sent to Controller's Office

Payment
- Secretary/Financial Clerk collects tuition and submits to Fund 498
- Payment is due by on the 1st business day of each month
- Family non-payment by 15th day, campus delivers letter of non-compliance (FDA3) and obtains signed receipt (certified in lieu of signature). The family has 10 days to make payment. The campus principal, secretary, or financial clerk is the responsible person or designee for receiving and monitoring payment by the 15th
- Payments can be made through:
  - Secretary/Financial Clerk collects if paying with Cash, Check or Money Order OR
  - SchoolPay by the parent if paying with a credit card
  - Secretary/Finance Clerk will deposit cash, check, and money orders by keeping in safe until Dunbar Armored is scheduled to pick up
  - Secretary/Finance Clerk will prepare deposit entry in OneSource (FV50) for processing within 3 business days of deposit

Eligibility and Withdrawal
- If family becomes eligible (e.g., the parent loses his/her job and fits the income criteria), coding must be changed in student information system
- After notification on non-payment by campus, the parent has 10 days to make payment
- If parents remain ineligible and stop paying tuition, the student is unenrolled (FDA3)

Monitoring
- *Monthly* verification by analyst of tuition submission to budgeting
- Principal and Early Childhood Director notification by analyst if no revenue has been reported for that month
- Two month's non-compliance, campus meeting is held with Principal and Early Childhood Director, SSO, or Area Superintendent