HISD | Early Childhood Education
BUILDING A FOUNDATION FOR SUCCESS

Prekindergarten Tuition Flowchart

For students who are not TEA eligible and must pay tuition

Space
- All eligible 3 and 4-year old students have been enrolled and there is space available for tution students after the tuition rate has been approved by TEA.

Enroll
- The child is 3 or 4-years old on or before September 1 of the given school year.
- Family completes the online application in Power School.
- Family receives notification from School Choice or campus that TEA non-eligible PK 3 and 4 year tuition students well be considered for enrollment.

Paperwork
- Family completes the tution agreement and selects a payment option (SchoolPay, check, or money order).
- Family registers with SchoolPay online if the school has set up SchoolPay (strongly encouraged).

Payment
- The 2024-2025 tuition rate is $6,687 paid in 1 payment or 9 payments of $743.00 beginning in September.
- Payment is due on the 1st business day of each month.
- Failure to pay by the 15th- Campus will deliver letter of non-compliance (FDA3) and obtain 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 may be made:
  - Credit Card via SchoolPay (preferred method of payment)
  - In person with Cash, Check or Money Order
- Secretary/Finance Clerk will deposit cash, check, and money orders through Brinks Armored Services. Prepare Form AF114 - deposit entry in OneSource (FV50) within 3 business days of deposit.
- The Secretary/ Financial Clerk collects tuition and deposits to Fund 4980000001.

Eligibility Monitoring and Withdrawal
- If family becomes TEA eligible (e.g., the parent loses his/her job and fits the income criteria), coding must be changed in student information system.
- *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 months of non-compliance a campus meeting is held with Principal or designated administrator.