

Split Tuition

This Tip Sheet has been designed to assist Districts in reporting students who have split tuition.

Split tuition is when a student is the responsibility of parents who live in two different towns. It is also split tuition when a student attends kindergarten or preschool and half of the day is paid by the parent and half is paid by the district.

If the batch has already been submitted with town and district of responsibility 0/0, it will need to be updated with the two records and the correct town and district of responsibility.

PLEASE NOTE: Each student whose tuition is split between towns (or parent paid) should have two records.

1. The first record should have an enrollment status of 1 or 2 and should include the town responsible (or parent paid) and the portion of half days attended. **Please note:** If the student is **parent paid** then use enrollment status 2, town responsible should be 990 and district should be 930.
2. The second record should have an enrollment status of 10 and should include the other town responsible and the portion of half days attended for that town.
3. Both records should have a whole number (ex. 50) in the “Full Day % “ field which shows the percent split between the two records. In most cases it will be 50.

For more information, please contact the i4see Help Desk at i4see.help@doe.nh.gov or call 271-2775.