



State of New Jersey

DEPARTMENT OF EDUCATION

PO Box 500

TRENTON, NJ 08625-0500

CHRIS CHRISTIE  
Governor

KIM GUADAGNO  
Lt. Governor

CHRISTOPHER D. CERF  
Acting Commissioner

May 24, 2012

TO: Directors, Private Schools for Students with Disabilities  
FROM: Elise Sadler-Williams, Planning Associate  
Division of Administration and Finance, Office of School Finance  
SUBJECT: 2012-2013 Tentative Tuition Rates to be Charged (Other Information)

Please complete the attached form (Page 2), which is a request for your school’s 2012-2013 tentative tuition rates to be charged and if applicable, update various administrative information. Items #2 through #10 should only be completed if there are any changes/updates from the information filed in the 2012-2013 Annual Fiscal and Program Information.

Please follow these directions for the “2012-2013 Tentative Tuition Rates to be Charged” Insert into column (A) the **full-day** tentative per diem rate to be charged for the ten month and extended school years (one amount); insert in column (B) the number of possible enrolled days in the ten month school year; insert into column (C) the total ten month school year tentative tuition rate to be charged which must equal column (A) multiplied by column (B); insert into column (D) the number of possible enrolled days in the extended school year; insert into column (E) the total extended school year tentative tuition rate to be charged which must equal column (A) multiplied by column (D); and insert into column (F) the total school year tentative tuition rate to be charged for the 12 month school year which must be the total of columns (C) and (E). Please complete a separate page 2 for each approved private school for students with disabilities.

**EXAMPLES**

School Name	(A) Full Day Per Diem Rate	Ten Month		Extended		(F) Total School Year Tuition Rate
		(B) Enrolled Days	(C) Total Rate	(D) Enrolled Days	(E) Total Rate	
ABC Private School	241.00	180	43,380	19	4,579	47,959
XYZ Private School	90.00	180	16,200	N/A	N/A	16,200

Please forward the attached to the below address by July 1, 2012. If you have any questions concerning this memo, please call Elise Sadler-Williams at (609) 777-4483.

Elise Sadler-Williams  
New Jersey State Department of Education  
Division of Administration and Finance  
Office of School Finance  
P.O. Box 500  
Trenton, NJ 08625-0500