



**CAREER TECHNICAL EDUCATION (Ch74)
NONRESIDENT STUDENT TUITION APPLICATION**
[Website](#) | 781-338-3908

Form Overview

Use this form when a student has applied for admission to a Career Technical Education Chapter 74 (CTE) program outside of the district where they live and is requesting tuition and transportation from the town where they live. This form may not be modified. If this form is printed, the entire form with instructions should be printed. 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 [CTE Admissions - College, Career and Technical Education \(mass.edu\)](#). The Guidelines provide important information about the nonresident tuition process and should be reviewed.

Form Responsibilities

Section	Who Completes	Timeline
Section 1	Parent/Guardian and Student with the help of the school/district where the student wants to attend) (Receiving School)	This application must be submitted to the superintendent of the District of Residence by April 1. If a student moves to a non-resident district after April 1, the student shall submit this application as soon as practicable. 603 CMR 4.03(6)(b)2 Note that nonresident students must apply for admission to the receiving school no later than March 15th of the preceding school year.
Section 2	The superintendent of the District of Residence (Sending District)	The superintendent must complete Section 2 within 10 business days of receipt and return it to the parent/guardian with a copy to the receiving school. Districts must keep copies of approved nonresident applications on file and make them available for verification and audit.
Appeals Process Form	This section is only completed if Section 2 decision is appealed. Parent or Guardian submits the request, and MA Department of Elementary and Secondary Education (DESE) makes the decision and completes the form.	The MA Department of Elementary and Secondary Education (DESE) makes every effort to complete the review in 10 business days .



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Section 1

The receiving district (someone from the school where the student wants to attend) will help the parent or guardian and student complete this section.

Student and Family Info:

Student First Name: Enter text.	Middle Name: Enter text.
Student Last Name: Enter text.	
Street Address of Student: Enter text.	
City/Town: Enter text.	Zip code: Enter text.
Last Name of Parent or Guardian: Enter text.	First Name of Parent or Guardian: Enter text.
Street Address of Parent or Guardian: Enter text.	
City/Town: Enter text.	Zip code: Enter text.
Parent Signature:	Date Enter text.

Student's current School and District of Residence (The district where the student is living) (Sending District)

Name of District: Enter text.	Name of School currently attending: Enter text.
District Contact Person: Enter text.	Contact Phone: Enter text.
Current Enrolled Grade of Student at this school: Enter text.	
School/District (the school/district where the student wants to attend) (Receiving School):	
Name of Receiving School/District: Assabet	CTE Program Title*: Exploratory
Starting School Year: 2027	Starting Grade: 9
Contact Person in Receiving District: Alyssia Berghaus	Contact Phone: 508-485-9430 x.1430

* Please name specific program the student is interested in, not "Exploratory".

* You can learn more about each program [here](#).

Section 2

To be completed by the Superintendent of the Current District of Residence (Sending District):

Approved	If approved, the city or town of residence shall pay tuition to the receiving school at the rate established by the Department. 4.04(6)(b)3 The transportation for students who attend a school outside of their resident district under this program is provided by the city or town of residence. M.G.L. Ch 74, Section 8A Beginning Academic year: Enter text. Estimated Graduation year: Enter text. Estimated Annual Tuition**: Enter text. **Nonresident tuition rates are posted here annually.
Not Approved	The reason for disapproval must be clearly stated here. Enter text. If not approved, a parent or guardian has a right to request a review by the Commissioner. The requests are processed by the Office for College, Career, and Technical Education.

Superintendent Name: Enter text.	Phone Number Enter text.
Superintendent Signature:	Enter text.
	Date:



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Appeals Process Form

To be completed by the Department of Elementary and Secondary Education in the event of a parent or guardian requesting a review of the denial of nonresident tuition.

REQUEST FOR REVIEW PROCESS 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 1st, or in the event of a student move after April 1, within 14 school days of the application's disapproval.

A request may be submitted by:

- Mail to DESE: Office for College, Career, and Technical Education, 135 Santilli Highway, Everett, MA 02149
- Deliver in person to 135 Santilli Highway, Everett, MA 02149 (3rd Floor)
- Emailed to CCTE@mass.gov

Students may not be denied access to CTE programs because of the race, color, sex, gender identity, religion, national origin, disability, or sexual orientation of the student.
All students may apply for CTE Chapter 74 Nonresident Student Tuition and Transportation and all parents/guardians may Request a Review if the CTE Chapter 74 Nonresident Student Tuition Application is not approved. The Nonresident Tuition Review process considers eligibility to attend the district based on non-resident policies. It is not a review of a school's admission decision. Concerns about the admissions decision should be directed to [MA DESE Problem Resolution System](#).

MA DESE Selects One:

Upheld	If upheld, the city or town of residence is not required to pay nonresident tuition or provide transportation.
Overtured	If overturned, the city or town of residence shall pay tuition to the receiving school at the rate established by the Department. 4.04(6)(b)3 The transportation for students who attend a school outside of their resident district under this program is provided by the city or town of residence. M.G.L. Ch 74, Section 8A

See attached letter for rationale for DESE decision.

DESE Representative Name: Enter text. *DESE Representative Title:* Enter text.

DESE Representative Signature: *Date:* Enter text.