

Desk Audit Compliance Audit Checklist **Tuition Billing for Special Schools and Programs**

District/Charter: _____ **Reviewer:** _____

School: _____ **Desk Audit Review Date (s):** Begin August 1 End August 31

Date that data/documentation is available:

August 1 annually (after close of previous fiscal year)

Legislation/Regulation Authority:

DE Code, Title 14, Chapter 6 Tuition Charges; Title 14 DE Admin. Code 737 Tuition Billing for Special Schools and Programs; annual DOE Tuition Billing Instructions

Intent of the Legislation/Regulation:

To outline the process for the tuition billing and payments between local school districts and tuition generating Special Schools and Special Programs.

Focus of Review:

All tuition billing forms submitted by a school district on behalf of its special school/program

Method of Assessment: (Check all that apply)

- Document Review
 - Requires district submission
 - Resides at DOE
- Data Analysis
 - Requires district submission
 - Resides at DOE

From 2007 to 2009 what guidance, technical assistance, and/or professional development has been offered to the districts and charters regarding this regulation?

- Annual tuition billing form, instructions and list of programs authorized to charge tuition (provided by DOE in August of current fiscal year)
- DE Code, Title 14, Chapter 6 Tuition Charges
- Title 14, DE Administrative Code, 737 tuition billing for Special Schools and Programs

Required District and Charter School Compliance Items of Tuition Billing for Special Schools and Programs	Check in 2009-10? (Y/N)	Evidence	Compliance			Comments
			Yes	No	N/A	
DE Admin. Code 737, 4.1: tuition charges calculated using most current Tuition Billing forms and instructions approved by DOE	Y	Tuition billing forms				
DE Admin. Code 737, 4.2: tuition bills submitted to DOE for review and approval no later than November 15 th of each year	Y	Tuition bills				
DE Admin. Code 737, 4.1: tuition charges calculated using most current Tuition Billing forms and instructions approved by DOE	Y	Tuition billing forms				
DE Admin. Code 737, 4.2: tuition bills submitted to DOE for review and approval no later than November 15 th of each year	Y	Tuition bills				
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