



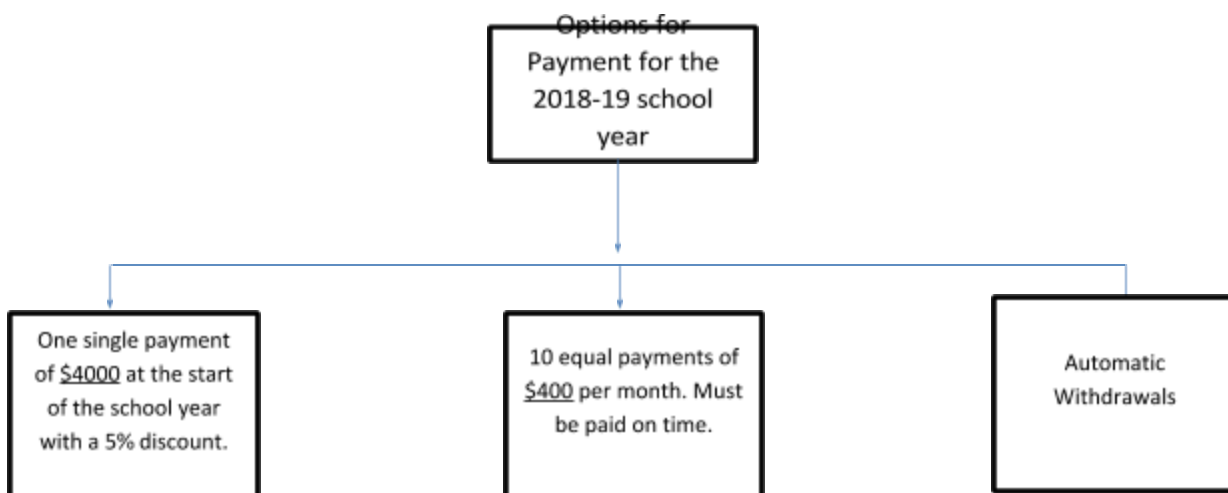
Clara Mohammed School of St. Louis Tuition Policy

Annual tuition fees for Clara Mohammed School of St. Louis for the 2018-19 school year is set forth in this package.

The tuition at Clara Mohammed School of St. Louis is set at \$4000 annually for the 2018-19 school year and approved by the Board of Directors on 26th, day of July, 2017. An option is provided by CMS to divide the annual tuition into monthly payments of 10 equal payments in the amount of \$400 per month. If the parent wishes to select the first option of paying annual tuition of \$4000 at one time in July/August of 2018, there will be a 5% discount available in the amount of \$200 reduction of tuition.

Annual Tuition Fees for 2018-19 for Multi-Student Payment

# of students in a family	Amount of tuition (annually)	Monthly
Single student	\$4000	\$400
Second child & after	\$2000	\$200



Tuition Collection Policy

A financial account will be set up for all parents paying tuition, regardless of option plan. All parents account will be given an account number. Parents will have access to their tuition account upon request and given a receipt after every payment. All payments must be made to the office manager and will be recorded accordingly.

- All payments are due on or before the 1st Friday of every month.
- All payments received after the seventh business day of the due date, will be assessed a \$25 late fee. A late fee assessment letter will be given to each parent or mailed to their resident with 3-5 business days.
- All payments must be made in the form of automatic withdrawal, money order, or cashier check. Any returned check will be assessed a fee of \$25. Payments are made to Clara Mohammed School of St. Louis in the main office.
- The CMS office manager is responsible for collection of tuition and issuing a receipt. If the office manager is not present to take your tuition, then the principal or designated person will be responsible for collection of tuition. NO OTHER SCHOOL PERSONNEL IS AUTHORIZED TO COLLECT TUITION.
- CMS encourages all parents or their representative to make tuition payments in person at the main office or sign up for automatic withdrawal.

CMS Tuition Monthly Collection Policy Schedule for 2018-19 will be posted on the website or available upon request.

If tuition payments are late, the office manager will adhere to the following procedure:

- ✓ Less than 2 and 7 days late, the office manager will make phone contact with parent.
- ✓ More than 7 days late, the office manager will make phone contact with parent and send a late notice with by US mail, email, or with student. The office manager will send an assessment fee of \$25 by US mail or give to parent in person. If the parent fails to make arrangements to make the monthly payment after 5 days of receiving the official late fee assessment letter, then the contract agreement will be in jeopardy of being terminated, unless the parent meets with the office manager or representative to bring the account up to date.

All tuition accounts will be approved by the Board of Directors and maintained by the CMS office manager and adhere to Missouri State Retention Policy.

- ✓ All tuition accounts will be stored by the CMS office manager with a periodic review by the Board of Directors. All records will be maintained both electronically and hard copy in a safe and secure place.
- ✓ Electronically generated semester tuition statement will be attached to the quarterly student report card and/or mail at the parent request.
- ✓ After three (3) months of non-payment, the tuition contract is terminated the child(ren) will not be able to return to CMS unless the parent agrees to meet with a CMS representative to discuss repayment option. The previous contract will be void and a new contract will be issued.
- ✓ If parent fail to meet with CMS representative after ten (10) days, all accounts will be turned over to a collection agency and the parent will be given thirty (30) days of termination of contract and services and official records will not be released to parent or any educational institution.
- ✓ In order for child(ren) to return to CMS the following academic school year, all past due accounts must be paid in full.

Clara Mohammed School of St. Louis is always concern about the well-being of students and their families. Therefore, we extend our flexibility in working with families in need. We encourage parents to inform us concerning pending financial crisis and let us work together to ensure continuity of educational services.

Clara Mohammed School of St. Louis
Nondiscrimination Policy

The Clara Mohammed School of St. Louis does not discriminate on the basis of race, color, national origin, ethnic origin, age, or sex in administration of its tuition policy.