

Registration Policy

- I. **We only accept on-line registration.** Please make sure that you have a valid email address in your family account so that you will receive registration-related email notices from the school. Any walk-in registration during school days will be charged an administrative processing fee. To ensure the students receive class materials on time, registration needs to be done before school starts.
- II. **Online add and drop.** Students can make changes to classes online before the start of the 3rd school week.
- III. **Administrative add and drop.** After online add and drop period, all changes to classes will have to be handled by school registration personnel.
- IV. **Multiple sections.** When a course enrollment exceeds the student to teacher ratio, multiple sections will be offered for the course. The students and teachers will be assigned to the sections based on the following policy: Students of each gender will be assigned to alternating sections based on alphabetical order. Teachers within the same level will be assigned to sections based on alphabetical order. A student, who wishes to change to another section, can only do so if there is available space for the section. A student who is registering for a course for the first time after the assignments have been made will always be added to the section with the lowest enrollment.

Tuition and Fee

Tuition	see class listing
Registration Fee	\$35 (waived if tuition paid in full by Early tuition payment date)
Late Tuition Fee	\$30
Administrative Processing Fee	\$25
Check Return Fee	\$40
Student Duty Fee	\$80 (during regular school year)

Deadline

Early tuition payment	paid by 2 Week before first day of classes
Regular tuition payment	paid by the first day of class
Late tuition payment	paid after the first day of classes

- **Registration Fee.** To encourage your family to register early, the registration fee will be waived if a student is registered and paid by the early tuition payment deadline.
- **Student Duty Fee.** This fee is collected to help maintain the safety and security of our students and family. Each semester, a credit of \$40 will be applied to the family account after fulfilling the required number of 4 hours duty sessions (two sessions for Saturday classes and one session for Sunday classes). Unless requested, the credit will remain in the account for future session and a check will not be issued.
- **Tuition payment deadline.** Registration is valid for the whole school year. However, tuition is paid session-by-session. The balance shown in your family registration page is your tuition for a single session. Tuition payment must be RECEIVED before the first day of classes, in person or postmark. Otherwise, a \$30 late payment fee will be charged.
- **How to pay tuition.** To pay your tuition, please submit a check or money order payable to SLMCS, along with a family registration printout and the signed waiver form. Cash or credit card is NOT accepted. Please submit your payment to the registration personnel at school, or mail it to

**SLMCS Registration
6710 Clayton Road
Richmond Heights, MO 63117**

Please make sure to write your family ID AND student ID(s) on the check/money order to guarantee that your tuition payment will be correctly applied to your account. Please use one check/money order for the entire family if possible.

- **Check return fee.** Any check returned as unpaid will be charged \$40 check return fee.

▪ ***Tuition refund.***

Drop By (end of regular school day)	Refund
By 1 st week classes	100% Tuition
By 2 nd week of classes	80% Tuition
By 4 th week of classes	60% Tuition
By 6 th week of classes	50% Tuition
After 6 th week of classes	No Refund

Tuition will be refunded based on the above schedule. The tuition refund form must be signed by the class teacher and submitted to the school's accounting personnel by the above deadline. Refund checks will be issued once we complete processing of tuition payments (about 5-7 weeks after school starts). An email will be sent out when refunds are available. Any refunds left unclaimed will be forfeited and cannot be applied to the tuition for the following session.

* The school reserves the right to modify the above rules in the future. Please send an email msg@slmcs.net if you have suggestions or questions on the policy.