

Draft Policy

Student Fees and Supplies

Student fees and supplies are used to:

- Provide additional educational opportunities for specific courses. Actual fees and the courses, which require such fees, will be communicated in the course description. All students taking band courses or orchestra will be required to purchase music books. Certain elective classes may also require an additional fee and/or supplies.
- Provide additional resources for specific student related use. These include but are not limited to postage and mailing supplies, paper and printing supplies.

These fees above are voluntary and are non-refundable. Parents/Guardians who are experiencing financial hardship that may prevent them from paying fees in full or in a timely manner should contact the Headmaster or Principal, as the Headmaster may authorize a full or partial fee waiver or other payment arrangements.

Other required Fees

Official Transcripts for Seniors and Alumni

Requests for transcripts may be made by email or in writing. Be sure to include the complete address to which the transcript should be mailed. Allow at least two weeks from the time you request the transcript until it is received by the institution. Requests will not be processed unless accompanied by payment per transcript. Payment may be made by cash or check.

Documents mailed to overseas locations requiring extra postage shall be held until requester has paid the complete postage cost.

All fees are set and approved annually by the CMA Board of Directors. All supply lists are set by the teacher and approved by the Headmaster or Principal.

Not part of policy, for information only: Fees for academic school year 2019-20~~17~~²⁰:

- The Student Fee is \$70 (K-6), \$75 (7-8) and \$80 (9-12). It may be paid either in full at the beginning of the year or by semester with the first installment due by September 1, ~~2016-2019~~ and second installment is due by January 9, ~~2017-2020~~.
- Parents who request a copy of their child's cumulative school record up must give two weeks' prior written notice and must pay a \$30 fee before the file will be copied.
- Senior fee - \$25
- If a HS Ceramics class is offered, an additional fee may be required (\$30) to cover the cost of supplies
- \$5 per transcript