

## Attachment 9.2.4



### Tuition and Fees Policy

*Policy/Procedure Excerpt From:*

The Chicago School 2023-2024 Academic Catalog and Student Handbook with Summer Addendum: Financial Aid and Student Account Policies, pg. 106

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Tuition and fees are due in full for all students before the last day of the first week of a new term/semester. This requirement will be waived if a student intends to use financial aid to pay tuition in full and has completed all financial aid paperwork required prior to the start of the term/semester. A student may reduce the amount of tuition due the first week of the term/semester by completing a payment plan agreement with Student Accounts prior to the start of the term/semester. Accounts with outstanding balances not covered by financial aid or a payment plan will be considered delinquent after the last day of the first week of each term/semester within a five-day grace period. A late payment fee will be charged each month the student is past due on a planned payment or the balance remains unpaid.

The Tuition and Fee Schedule for all programs is posted on the school website.

During any phase of an academic program, a student whose account is delinquent must make satisfactory arrangements for payment with Student Accounts. In accordance with the Returning Students policies, a former student who wishes to return to The Chicago School must first pay outstanding tuition and fees in full before applying for reentry or readmission.

The Chicago School reserves the right to prohibit student engagement in any of the following activities until tuition and fees are paid in full:

- Register for a subsequent term/semester
- Attend classes
- Begin or attend practicum, internship or clinical rotations
- Work with faculty on a dissertation or thesis
- Defend a dissertation or thesis
- Have final grades posted for the term/semester in which a balance is owed.

If a student's practicum or internship is affected by a delinquent account, the student must notify the site supervisor and meet with a representative of the Office of Placement and Training to develop a plan to ensure that all clinical and professional responsibilities are addressed.

A student who wishes to review The Chicago School's Guaranty Bond may request to do so through the Chief Operating Officer.

