

## Financial Policy

**The information in this document is critical and the policies strictly adhered to.**

To fulfill our obligation to you with respect to your child's education, Logos Prep plans the school year far in advance of the first day of classes. We enter contracts, make purchases and incur other financial obligations to be ready on the first day of class and continue throughout the year. To make these necessary plans, we need to have confidence in our revenue for the entire school year.

Therefore, we ask that before you go any further in the enrollment process that you read, understand and agree to our financial requirements and withdrawal / refund policy by signing below.

Dates: All dates mentioned in the policy are during the 25-26 school year which begins June 1, 2025, and ends May 31, 2026.

### Policy:

All families must:

- Enroll in the FACTS payment system and will be responsible for the fee to enroll
- Select from 3 offered payment plans. 1 payment, 2 payments or 10 payments
- Agree to automatic draft payments through the FACTS payment system
- Enroll in Auto Pay for Incidental Expenses

**Payment plans are offered as a courtesy.** You are responsible for the full school year's tuition as it appears in your FACTS account on June 1 (or date your payment plan is finalized if after June 1) regardless of the payment plan you select.

### Tuition Refund Schedule:

On or after June 1:	90% refund of the full year's tuition / 10% forfeited
On or after July 1:	80% refund of the full year's tuition / 20% forfeited
On or after August 1:	50% refund of the full year's tuition / 50% forfeited
On or after September 1:	40% refund of the full year's tuition / 60% forfeited
On or after October 1:	30% refund of the full year's tuition / 70% forfeited
On or after November 1:	20% refund of the full year's tuition / 80% forfeited
<b>On or after December 1:</b>	<b>No refunds</b>

**Fall Only Classes:** If you drop a class that is offered in the Fall only (i.e. semester-only classes) the refund is 50% of the semester tuition after August 1 with no refund after August 31.

**Spring Only Classes:** If you drop a class that is offered in the Spring only (i.e. semester only classes) the refund is 50% of the semester tuition after August 1 with no refund after January 31.

**Withdrawal From School:** Once you have registered for classes, you are required to complete our online withdrawal form if your child will no longer attend classes. There is a \$60 fee to submit the form. If you complete the form before June 1, your tuition, material fees and technology fees will be fully refunded. If you complete the form on or after June 1 you will be issued a refund according to the Tuition Refund Schedule. Materials are not refundable as of June 1. The full balance of your tuition and fees will be due upon submission of the Withdrawal Form (less any refund due). **No records will be released (i.e. report cards, transcripts) until you have made payment in full (less any refund as listed below). A family must be in good financial standing for records to be released.**

**Returned and Late Payments:** A \$25 late fee will be applied for any failed payments. In addition, FACTS will charge \$30 for failed payments. If your payment has not been successful for 2 full months, your child may be removed from class until you have made the full payment due under the payment plan.

**Late Registrations:** If you register after June 1, you may be asked to immediately bring your account up to date as if you started paying June 1.

**Class Schedule Changes:** Once you have registered, any changes to your student's schedule (including athletics) must be made through our online Schedule Change form. There is a \$60 fee to submit the form.

**Academic Changes:**

Before June 1: All tuition and material fees will be refunded in full, less any specific expenses Logos Prep has paid as of the drop date. If you add a class, you will be billed for the stated tuition and materials.

After June 1: If you drop a class, tuition will be refunded according to the Tuition Refund Schedule. Materials are not refundable after June 1. If you add a class in its place, you will be charged for any additional tuition (if applicable) and any material fees.

After December 1: If you add a Spring class: You will be charged the applicable tuition and material fees. If you drop a class: There will be no refund for tuition or materials. You may replace the dropped class with another class (if available) or a study hall at no additional charge.

**Failed Classes and Expulsion:**

There will be no refund for the Spring semester for classes failed in the Fall.

In the event of expulsion, the Tuition Refund Schedule applies, and the date of expulsion will be used.

**Relocation:** We understand that Houston is a transient city. Therefore, if you are relocated to a city outside the Houston metropolitan area for your employer or due to a job change and your student will not be returning for the spring semester, we will refund 50% of tuition and fees with proper notification. A Moving Notification form must be submitted by October 1. Please contact the registrar for the form link.

**Force Majeure.** In no event shall Logos Prep be responsible or liable for any failure or delay in the performance of its obligations hereunder arising out of or caused by, directly or indirectly, forces beyond its control, including, without limitation, accidents, acts of war or terrorism, civil or military disturbances, governmental work stoppages or school closures, pandemics, natural catastrophes, or acts of God; it being understood that Logos Prep shall use reasonable efforts, consistent with accepted practices for K-12 educational institutions, to resume performance as soon as practicable under the circumstances.

By signing, you confirm that you have read and understand the above financial policy. If you have any questions, please contact Deborah Maganza ([deborah.maganza@logosprep.org](mailto:deborah.maganza@logosprep.org)) before you sign, to clarify. Only emails will be accepted and only email replies given for these clarifications.