

8.7 Tuition/Registration Policy

Dates: Approved: November 20, 2000

Revised: April 15, 2002

Revised: March 17, 2008

Revised: September 21, 2009

Revised: April 19, 2010

Objective: To define the general purposes and procedures Logos School uses for tuition and registration fees.

Scope: This policy addresses the primary source of revenue for Logos School, i.e. tuition and registration fees for all paying students, K-12.

Definitions:

Tuition - Annual amount charged to families for a student to attend Logos School for a complete school year. (Also see Compensation and Benefits Policy.)

Registration fee - Annual fee charged per student, paid at the time of enrollment or re-enrollment to ensure seating in a class for the coming year.

Direct education expenses - All operating expenses for the school with the exception of Marketing and Development expenditures and related salaries.

Guidelines:

1. Tuition

a. Purpose:

Tuition and fees will provide the primary source of operation revenue for Logos School. They should comprise no less than 80% of the annual direct educational expenses. Due to the annual contractual arrangement Logos School makes with its employees and the purchasing of materials each year based on enrollment figures, no fees will be refunded after July 1.

b. Procedures:

1. Each February, as part of the proposed annual budget for the next school year, the superintendent will bring to the board a recommendation for tuition and registration rates.
2. By the end of each March, the school board will, after any necessary revisions, adopt the annual budget for the coming year, including tuition and registration amounts.
3. The adopted tuition and registration fees will be announced to the families and promulgated in appropriate documents (e.g. applications) each April, at the time current families are considering re-registration for the next year.
4. Tuition may be paid in 12 equal, monthly payments beginning in July or, after making specific arrangements with the school's bookkeeper, tuition may be paid in 9 or 10 equal, monthly payments, starting in September. (Also see Family Financial Guidelines).
5. All tuition from the current year must be paid in full by June 30 of that year or re-registration for the coming year will be denied. (See Late Fee Policy.)
6. Due to the fact that Logos School commits to a full-year of teaching salaries and classroom materials, based on student enrollment, the following language will be

included on the Financial Understanding form with each family: A Note: Parents should understand that by enrolling their child(ren) in Logos School, there is an explicit commitment to pay the entire year of tuition, either at the beginning of the year (and receiving a 5% discount), or through twelve months of equal payments. The entire year's tuition is considered due, even if the family leaves the school during the year. Exceptions will be made for expulsions, arrangements made in writing beforehand, or any unforeseen circumstances.

2. Registrations:

a. Purposes:

1. To ensure that registering and re-registering students is a serious commitment on the part of the families, similar to "earnest money" in buying a home. Therefore, no registration fees will be refunded or credited in any manner.
2. To give the administration the funds needed in the summer to pay for bulk purchases of texts and materials, as well as cover summer payroll.

b. Procedures:

1. Registration fees must be paid in full no later than June 30 to ensure placement in the coming school year.
2. For new families enrolling after June 30, registration fees must be paid in full within 30 days of acceptance.

3. Discounts:

a. The number, type, and value of tuition discounts will be determined by the superintendent.

b. Typically, discounts will fall into one of two categories: *Earned* or *Awarded*:

1. Samples of *Earned Discounts*: Pre-pay (5% off total), Alumni (25% off fourth, 100% off fifth+), Principal's Scholarship (% or amount varies), Full-time Ministry (10% off).

c. Normally, regardless of the combination of discounts given, the maximum total percentage discount for a family will not exceed 50%.

4. Non-Refundable Fees: As noted in 1. b. 6. above, Logos contracts for a full-year's service and materials based on student enrollment. Therefore, parents will be informed in all appropriate documentation that all tuition and registration fees are non-refundable. Exceptions to this standard may be made by the superintendent, followed by notification as to the reason(s).

Tuition/Registration Policy c/o Logos School via Tom Garfield, Superintendent
September 11, 2012