

Payment Policy

All tuition payment plans begin July 1st. All account payments are due on the 10th day of each month. Payments received after the 10th are subject to a \$25 late fee. Checks and direct payments returned by the bank due to insufficient funds will be charged a \$30 fee. All financial accounts including, but not limited to, tuition, extended care, sports, and lunch are subject to assessment of late payment and NSF fees.

A tuition account is considered delinquent if the family has not contacted the business office to make payment arrangements acceptable to the School. School policy states that student(s) may not be allowed to return to the classroom until the delinquent account has been satisfied. Delinquent accounts for families no longer at LCS may be submitted for collection assistance, and any related fees incurred, including attorney fees, shall be paid by the financially responsible parent/guardian.

International Students are required to have their tuition paid in full for the entire term for which they are enrolling prior to the student's first day of school.

Report cards and transcripts are released to pupils or parents only when the student's account is current.

Withdrawals & Refunds

No tuition refunds are allowed for absences, including illness and holidays. Refunds of advance tuition payments may be granted and shall be computed on a prorated basis using the fraction of the school year the student was formally enrolled. A written notice of withdrawal must be submitted to the LCS office prior to the withdrawal date to avoid the continuing assessment of tuition and fees.