



Refund Policy and Withdrawal Procedures

Withdrawal Procedures

Students withdrawing from Lubbock Christian School should use the following procedures:

- Call or come by the business office to initiate the withdrawal. (We request a notice of at least 24 hours for processing.) When the withdrawal steps have been completed, notification will be made, and records will be released.
- Notify Admissions office
- If the student's account is not clear at the time of withdrawal, no grades or records will be released. All books, uniforms, and equipment must be returned prior to withdrawal or applicable charges will be added to the account.

Tuition Refunds (Revised 2019)

Because financial obligations must be made for personnel and other expenses long before the school year begins, a financial strain is placed on the school when students enroll and then withdraw before the year is completed. LCS has adopted a policy whereby parents or guardians are responsible for the entirety of the tuition and fees. Therefore, LCS will not refund any tuition or fees on withdrawals. It is further agreed that enrollment may be cancelled in writing, without penalty (except forfeiture of the deposit or registration fee) prior to July 1 of the contract school year. If the enrollment is cancelled after July 1, parents or guardians financially responsible for the students will be obligated to pay the full annual charges. All finalized contractual agreements are binding for the duration of the contracts. Any additional tuition discounts that may occur after finalization will only be available for the next contract period.

Tuition and Fee Refund Appeals (Revised 2019)

Those experiencing extraordinary events that require student/s to withdraw from LCS may request for an exception to be made to the LCS no refund policy. Appeals must be made in writing with supporting documentation and must be made within 30 days of withdrawal date. The Tuition Appeal Committee will review your appeal and supporting documentation and notify you of the decision within 30 days of appeal date.

Extraordinary events include serious illness of the student or an immediate family member, death of an immediate family member, military deployment that was not previously scheduled or other similar unforeseen events.

Documentation may include one of the following:

- Letter from your physician or mental health professional
- A death certificate
- A funeral program
- Military orders
- Any official documentation that will verify your request to appeal