

Liberty Christian Academy
School Grades 1 – 12

Financial Policy 2007 - 2008

Application Fees:

Application fees are due at the time of application for each new student in the family. *The application fee is non-refundable and non-transferable.*

- ❑ **New Students** – A one-time application fee of \$50 is due for each new student enrolling at LCA.
- ❑ **Eagles’ Nest Students** – Students transferring from Eagles’ Nest into the school will pay a one-time reduced application fee of \$25.

Enrollment Fees:

The \$275 enrollment fee is due at the time of enrollment. A space cannot be reserved until the enrollment fee has been paid. All enrollment forms must be completed and turned in to the office prior to the first day of class. *The enrollment fee is non-refundable and non-transferable.*

Tuition Payment Options:

Grade Level	Tuition	Prepay in Full – 3% Discount	12-month Payment Schedule	11-month Payment Schedule	10-month Payment Schedule
1 st –4 th	\$3,100.00	\$3,007.00	\$258.34	\$281.82	\$310.00
5 th –8 th	\$3,400.00	\$3,298.00	\$283.34	\$309.10	\$340.00
9 th –12 th	\$3,750.00	\$3,637.50	\$312.50	\$340.91	\$375.00
<i>1st Monthly Payment Due in</i>			<i>June</i>	<i>July</i>	<i>August</i>

Tuition may be paid using any *one* of the following options:

- ❑ **Annual Payment Option** – a single payment of total tuition for the year is due in the *School Office* by August 15th.
- ❑ **Semi-Annual Payment Option** – two equal payments, with the first payment due on August 15th and the second payment due on January 15th.
- ❑ **Monthly Payment Option** – ten, eleven, or twelve automatic payments (June-May). The payment can be made on either the 4th or 19th of each month, with the date selected by the family.
- ❑ **Twice-Monthly Payment Option** – twenty, twenty-two, or twenty-four automatic payments (June-May). The payments are made on the 4th and 19th of each month.

School Tuition Payment Discounts:

Discounts are available to qualifying students enrolled full-time in kindergarten through 12th grade at Liberty Christian Academy. In order to qualify as a full-time high school student, the student must be enrolled a minimum of 4 hours. The following discounts are not available to students enrolled in Eagles’ Nest Infant – K4 classes. Discounts do not apply to application and/or enrollment fees. Discounts **can not** be combined, with the exception of the prepay discount.

Pre-Pay Discount:

There is a 3% discount on tuition if the amount is paid in full by August 15th. Tuition paid after August 15th will be charged at the full amount. This discount does not apply to application and/or enrollment fees.

Multi-Child Discount:

Multi-Child discounts are available for full-time students in kindergarten through 12th grade. Students enrolled part-time or in Eagles’ Nest Infant – K4 classes do not qualify for the multi-child discount. When calculating the multi-child discount, the child with the highest tuition is considered the 1st child.

- ❑ 1st child pays full tuition
- ❑ 2nd child receives a 5% discount
- ❑ 3rd child receives a 25% discount
- ❑ 4th and additional children receive a 50% discount

Approved Methods of Payment:

1. Preauthorized Account Deduction from a checking account
2. Preauthorized Credit Card Charge – you will be assessed a 5% fee per transaction
3. Check/Cash is **only** accepted for Semi-Annual & Annual payments

The Preauthorized Payment Consent Form of the Financial Agreement must be completed for families who select a monthly or twice-monthly payment plan. The authorization form should have a voided check and credit card information attached. Whenever a change of bank or account occurs, the school office needs to be notified and a new authorization form must be completed at least ten (10) days prior to the next withdraw to avoid NSF fees.

Withdrawal/Mid-Year Enrollment:

When withdrawing or enrolling a student mid-month, the entire month will be due. For example, if a student starts on the 24th of January the entire month is due, vice versa, if a student withdraws on the 4th of January the entire month is due.

Non-Sufficient Funds (NSF) Policy:

There will be a non-sufficient funds fee assessed each time an automatic withdrawal is attempted and insufficient funds are available to make the withdrawal. You may receive an insufficient funds letter and charges from your financial institution in addition to our fees.

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| 1. First Offense | \$35 Fee |
| 2. Second Offense | \$50 Fee |
| 3. Third Offense | \$75 Fee and letter from School Board |
| 4. Fourth Offense | Remaining tuition will be due in FULL |

Delinquent Account Policy:

Any account with a past due balance equal to or greater than 2 weeks will be charged interest at the rate of 1.5% per month (18% annually) calculated from the original due date. Families with accounts that are not brought current within 30 days will be asked to attend a parent conference with school administration. At this time the entire delinquent amount, including interest and transaction fees, will be charged to your credit card.

I have read and agree to adhere to the above Financial Policies:

Father/Guardian Signature Date

Mother/Guardian Signature Date