

Liberty Christian Academy

School Grades 1 – 12

Financial Policy 2008 – 2009

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 \$300 enrollment fee is due at the time of enrollment. The cost of books is included in the enrollment fee. 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	\$3,400.00	\$3,298.00	\$283.34	\$309.10	\$340.00
5 th –8 th	\$3,750.00	\$3,637.50	\$312.50	\$340.91	\$375.00
9 th –12 th	\$4,150.00	\$4,025.50	\$345.84	\$377.28	\$415.00
Senior Hourly	\$650/hour Min: \$2,075	TBD: \$ _____	TBD: \$ _____	TBD: \$ _____	TBD: \$ _____
<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.

Fundraising & Service Hour Requirements:

Each student enrolled in Liberty Christian Academy is required to raise a minimum of \$500 in fundraising profit. See the fundraising requirement form for more details. In addition, each family enrolled is required to complete a minimum of 20 service hours. See the service hour work log form for more details.

School Tuition Payment Discounts:

Discounts are available to qualifying students enrolled full-time in kindergarten through 12th grade at Liberty Christian Academy. 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.

1. 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.

2. Multi-Child Discount:

Multi-Child discounts are available for full-time students in kindergarten through 12th grade. Students enrolled part-time, seniors enrolled for less than a full day, or 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 and 2nd children pay full tuition
- 3rd child receives a 20% discount
- 4th and additional children receive a 50% discount

3. Pastoral Discount:

Pastoral discounts are available. Please contact the school office for details.

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 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 or stop payment 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.

Stop Payment Fee:

There will be a stop payment fee of \$15 assessed each time an automatic withdrawal is canceled less than ten (10) days in advance. No payment will be stopped with less than twenty four (24) hours notice.

Returned Payment Policy:

There will be a fee assessed each time a payment is attempted and returned from the bank. This will include non-sufficient funds, stopped payments, closed accounts, denied credit cards, or any other reason an item is returned. You may receive a 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