



Last name \_\_\_\_\_

(Please print)

## **LIBERTAS CHRISTIAN SCHOOL ENROLLMENT AND TUITION POLICY**

1. Parents re-enrolling their child(ren) must complete a re-enrollment form and include the enrollment fee. This fee reserves a space for your child and is non-refundable.
2. Parents enrolling their child(ren) for the first time, including siblings of existing students, must complete an application and include the enrollment fee. This fee reserves a space for your child and is non-refundable. Students who enroll after the first day of school will pay tuition on a pro-rated basis.
3. First tuition payment must be received by the first day of school. Total tuition will be divided evenly and paid monthly over 10 months (August-May), with payments due on the 15<sup>th</sup> of each month. You may also choose to pay in full at the beginning of the school year or pay half at the beginning of each semester. Payments must be received by the 15<sup>th</sup> of the current month to avoid a late fee. There will be a \$25.00 charge per family for every month that a payment is overdue, and a returned check fee equal to the current bank charges for insufficient funds.
4. No student will be permitted to participate in first semester or final exams, and graduation ceremonies, until all tuition and fees are current.
5. Families whose tuition is not current may re-enroll but will not be able to begin school in the fall until all tuition and fees are paid.
6. Families with accounts which are two payments overdue are subject to dismissal.
7. Upon withdrawal of a student after the 5<sup>th</sup> of the month, Tuition will be charged in full through the last month which the student attended. Students withdrawing at the semester break will be charged for tuition through the month of withdrawal. There will be no pro-ration of tuition for a month in which withdrawal occurs. Please note: the withdrawal date will be based on the date the Business Manager and/or School Administration received the written withdrawal notification in the administrative office. For any withdrawal after August 1, two months tuition will be charged. Upon written receipt of the withdrawal the Business Manager will provide a withdrawal statement reflecting all amounts due. Included in this amount will be a \$100.00 withdrawal fee per child. This will be assessed to all families withdrawing after the first day of school. Please note that the withdrawal fee is not a penalty, it is intended to cover the added administrative costs that are incurred while completing the withdrawal process (i.e. preparing final statements, final grades, updating e-mail addresses and other computer programs etc.) Exceptions for unplanned relocations can be made with approval by the School Administrator and the Financial Committee at Libertas Christian School.

Please also note that while the payment of tuition is distributed over a 10 month period to reduce the monthly commitment., it does not reflect the actual cost of tuition over the 9 month school calendar. For the purposes of calculating withdrawal fees a 9 month model will be used.

Student tuition will be prorated based on the month of withdrawal and will be reflected in the withdrawal statement.

8. No official records shall be released until all financial obligations are met.
9. All past due accounts for returning students are to be paid in full by June 30 or the class space being held may be given to another student. Accounts in default at the end of the fiscal year are subject to the promissory note signed at the time of enrollment/re-enrollment.
10. Libertas Christian School offers a tuition reimbursement incentive program called SCRIP. Families may purchase gift cards for businesses that they would normally frequent and earn a percentage that will be applied to their tuition twice a year.
11. Families desiring to take advantage of the ten percent family tuition plan must turn in their Income Calculation Tuition forms into the administrative office no later than May 1<sup>st</sup>. There will be a \$100.00 filing fee for any forms that are turned in after the May 1<sup>st</sup> deadline.
12. New families that enroll after the May 1<sup>st</sup> deadline who would like to fill out the Income Calculation Tuition form will have two weeks to turn it in after receiving their official acceptance letter from the school.

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(Please print)

13. Requests for any deviation from this policy must be in writing (including appropriate rationale) and given to the School Administrator and Financial Committee at Libertas Christian School.

I/We have read, understand, and agree to the Enrollment and Tuition Policy.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_