

FINANCIAL POLICY 2020-2021

Liberty Baptist Academy

REGISTRATION FEE (per family - brothers/sisters in the same household): **\$250**

The Registration Fee must be submitted along with the student's application or reenrollment form before processing begins. This fee is non-refundable and non-transferable; however, if a student is not accepted into the academy, a full refund will be made.

ANNUAL FAMILY TUITION RATES:

1st student (no matter what grade)..... \$3,400

Additional students (in the same household) \$2,200

Tuition may be paid in full or on a 10-period pay plan. The first tuition payment is due by August 1. If student is withdrawn during the month of August, even if school has not yet started, the August tuition will not be refunded. If paid on the 10-period pay plan, subsequent payments are due the 1st of each month, and the last payment is due May 1. Something new this year: a \$100 annual family discount for payment in full by August 1. **Postdated checks cannot be accepted for any LBA charge.**

CURRICULUM FEE (per student) **DUE JUNE 15:**

(If the Curriculum Fee is not paid by June 25, the student's reservation will be considered forfeited, and the student's space will be offered to those on the waiting list.)

Kindergartens (4 & 5 year old)..... \$200 (includes all required school supplies)

1st Grade - 12th Grade..... \$300 (does not include school supplies)

Note: The Curriculum Fee is not the purchase of a student's books (as per contract between LBA and *A Beka* Publications) but allows the student use of the books while enrolled at LBA for the school year. In the event of withdrawal before the first day of school, books remain the property of Liberty Baptist Academy. In the event of withdrawal once school has begun, kindergarten and 1st grade books remain the property of Liberty Baptist Academy. In the event of withdrawal once school has begun, 2nd grade and above students may take their books with them after the withdrawal procedure has been completed and all accounts are paid in full. In the event of withdrawal, no collated items will be returned (this includes tests and quizzes). The Curriculum Fee is non-refundable and non-transferable at any point in time.

STUDENT SERVICES FEE (per student) **DUE JULY 15:** This is a non-refundable and non-transferable fee, \$115 per student, to cover (1) the cost of the accrediting agencies and their annual evaluation expenses and (2) for secondary insurance (parents' insurance is the primary policy) in the event a student has a school-related injury.

SCHOOL SUPPLIES: For kindergarten students, all required school supplies are included in the Curriculum Fee. Parents of kindergartners will receive a letter informing what supplies are not included (such as snack bag/lunch box). All other students (from 1st - 12th grades) are responsible for supplying their own personal school supplies (paper, pencil, crayons, etc.). You will receive a supply list of what is needed for each grade. **Please do not purchase supplies until you receive the list.**

LATE PAYMENTS/RETURNED CHECKS: A late fee of \$15 will be charged on any past due account after the 10th of the month (if the 10th is on a Saturday or Sunday, payment may be made on Monday without paying the penalty). A late fee cannot be removed unless it was an error on the part of

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the office. If payments are one month in arrears, students will not be admitted to class unless special arrangements have been made with the office. Also, report cards will be held until accounts, including extended school day bills, *The Trading Post* charges, etc., are current. Late fees that are ignored, even if account payments are otherwise made, will have the same consequences. Accounts that are habitually late will be changed to a mandatory prepaid account (i.e., paying an entire semester before the semester begins). There is a \$25 charge for checks returned by your bank; if two checks are returned, the account will be on a cash basis only.

TEXTBOOK and LIBRARY BOOK POLICY: In the event a textbook or library book is lost, the student will be expected to pay full replacement cost. A charge will be imposed for excessive damage to any books owned by the academy.

WITHDRAWALS: Parents withdrawing students must complete the withdrawal procedure through the academy office - **a withdrawal form must be completed to be considered withdrawn.** No records will be transferred if there is an outstanding balance due on any of the student's accounts. In the event of withdrawal in the first semester, tuition prepaid for the second semester will be refunded. If a student withdraws before August 31, tuition may be refunded on a pro-rated basis. If a student withdraws, is expelled, or is asked to leave after August 31, the semester tuition will be due in full regardless of the withdrawal date. This policy also applies to the second semester, with a cut-off date of January 31. Registration Fee, Curriculum Fee, Student Services Fee, etc., will not be refunded.

TRANSCRIPTS: Each student will be given one free official transcript upon request. There is a \$10 charge for any additional official transcripts. Transcripts may take up to two weeks to process.

APPLICANT WAITING LIST: If a class is full, at no charge a prospective student's name may be put on a waiting list in the order of application. As openings arise, those prospective students will be given the opportunity to enroll. Students from an *A Beka* school may, but not definitely will, be given admission priority over those from other schools.

EXTENDED DAY PROGRAM: Extended care beyond 3:05 p.m. will be available until 6:00 p.m. at a charge per student of \$3 for each hour or part of an hour.

REENROLLMENT POLICIES: A student in arrears on the current year's account cannot reenroll for the upcoming school year unless special arrangements have been made with the office.

If a student is registered for the upcoming school year, the current year's tuition and other charges must be paid by June 1 of the current year, or the space will be forfeited.

If a family includes siblings of current students on the Reenrollment Form (covered by the \$250 - or \$175 if paid in January - Registration Fee) and then withdraws one or more of those students from enrollment before September, the right is reserved to add a \$50 fee per withdrawn student to the family's account.

SEPARATED PARENTS: Only one household can be set up to receive billing for each student. It is the responsibility of the separated parents to communicate with each other and decide how they want to handle the payments for a student's financial obligation.

CREDIT CARD RECEIPTS (non-swiped payments): If a credit card payment is not made in person with the card being swiped, the receipt will not be mailed home but can be picked up in the office.