



2024-2025 Enrollment and Tuition Policy

1. Students who enroll after the first day of school will pay tuition on a pro-rated basis.
2. Total tuition may be divided evenly and paid monthly over 12, 11 or 10 months (June-May; July-May or August-May), with payments due on the 15th of each month. Families may also pay in full at the beginning of the school year or pay half at the beginning of each semester. The first payment must be received no later than the first day of school and all payments must be received by the 15th 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.
3. No student will be permitted to participate in final exams or graduation ceremonies, until all tuition and fees are current.
4. 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.
5. Students of families with accounts which are two payments overdue will not be allowed to attend classes until their account is current and may be subject to dismissal.
6. In the event a student is withdrawn prior to the end of the school year, tuition will be charged in full through the last month in which the student attended.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. The withdrawal date will be based on the date the Business Manager received the withdrawal notification in the Administrative Office. Please also note that the payment of tuition distributed over a 12, 11, or 10 month period is simply 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.
7. 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.
8. Libertas Christian School offers a tuition reimbursement incentive program called RaiseRight (formerly known as 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.
9. Families desiring to apply for Financial Assistance through FACTS should do so by February 1 of each school year for maximum consideration.
10. New families desiring to apply for Financial Assistance through FACTS should do so as soon as possible understanding the process can take 4-6 weeks.
11. Requests for any deviation from this policy must be in writing (including appropriate rationale and documentation) and submitted to the Business Manager and/or Board Treasurer.