



Liberty Christian Academy International Withdrawal Policy

The withdrawal process is initiated when the Parent or Financially Responsible Party completes a withdrawal form and submits it to the Manager of the Office of Student Accounts (OSA).

Failure to complete the withdrawal process with the Manager of the OSA may hinder the release of student transcripts and other records. Completion of official withdrawal requires fulfillment of all financial obligations owed to LCA by the Parent or Financially Responsible Party under this Contract. The Parent or Financially Responsible Party will be responsible for all or a portion of the tuition and fees per the chart below:

Date of Withdrawal for the 2025-2026 School Year and forward:	Financially Responsible for:
February 1 – March 31	Continuous Enrollment Fee will not be refunded
Apr. 1st – Day before School Starts	25% of the contracted tuition
1 st Day of School – End of 1 st Quarter	50% of the contracted tuition
1 st Day of 2 nd Quarter – End of 2 nd Quarter	75% of the contracted tuition
1 st day of 3 rd Quarter – End of Year	100% of the contracted tuition

*** Should the LCA Administration dismiss or administratively withdraw a student due to a discipline/behavioral issue (as reflected in the LCA Student Handbook), the Parent or Financially Responsible Party will be liable for the full tuition amount for the school year under this Contract.**