



## **Liberty Christian Academy Domestic 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:

| <b>Date of Withdrawal for the 2026-2027 School Year and forward:</b> | <b>Financial Impact to the Parent (s) or Financially Responsible Party if a Student is Withdrawn:</b>   |
|--|---|
| February 1 – March 31  | Continuous Enrollment Fee will not be refunded  |
| April 1 – July 31  | All fees due at the time of withdrawal and a \$500 Withdrawal Charge per student will be assessed.  |
| August 1 – End of School Year  | All fees due at the date of the withdrawal. Tuition assessed through the end of the month in which the withdrawal form is submitted will be due and a \$500 Withdrawal Charge per student will be assessed. |

- \* **All Fees includes but is not limited to the Continuous Enrollment Fee, Student Program Fee, Facts Fee, Bus Fees, etc.**
- \* **The \$500 Withdrawal Charge is assessed per student.**
- \* **Should the LCA Administration dismiss or administratively withdraw a student due to a discipline/behavioral issue (as reflected in the LCA Student Handbook), Parent or Financially Responsible Party will be liable for the full tuition amount for the school year under this Contract.**