



<b>For Office Use Only:</b>		Applicant Status: _____ New OR _____ Returning	
_____ Date Packet Complete	_____ Enrollment Date	Enrollment Fee Amount Paid _____	Date Paid _____
_____ Entered in Enrollment/Business Logs		Cash or Check # _____	
_____ Accounts Current	_____ QBs	FACTS _____ Other _____	Payment Option Selected for 2016-2017 _____
_____ FACTS Grant & Aid Application		If FACTS Tuition Management, FACTS Account # _____	
_____ Assistance	School Choice Applicant _____	Number of SC Students _____	# of Addendums Received _____
		SGO Needed _____	

## 2016-2017 TUITION PAYMENT FORM

*Tuition Payment Forms will be processed in the order in which they are received. Only after all procedures have been followed and all paperwork has been submitted will enrollment be considered complete. All accounts must be up to date before re-enrollment packets can be submitted. Additionally, the enrollment of students whose accounts do not remain current throughout the school year is conditional and could be forfeited. Please see attached enrollment procedures & instructions for guidance.*

### PARENT/LEGAL GUARDIAN INFORMATION

NAME(S) \_\_\_\_\_

PREFERRED PHONE # \_\_\_\_\_ OTHER PHONE # \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

RELATIONSHIP TO CHILD(REN) \_\_\_\_\_

### BILLING ACCOUNT INFORMATION (This is the person responsible for payment. Please note this person must also sign the backside of this form.)

NAME(S) \_\_\_\_\_

PREFERRED PHONE # \_\_\_\_\_ OTHER PHONE # \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

RELATIONSHIP TO CHILD(REN) \_\_\_\_\_

### PAYMENT OPTIONS

- Yearly: Entire year in full due by July 22<sup>nd</sup>
- Semester: Two semester payments due by July 22<sup>nd</sup> and January 20<sup>th</sup>
- Monthly: Multiple payments managed through FACTS Tuition Management (\$43 FACTS fee). 11 monthly payments beginning in July and ending in May. **First time users must go to <https://online.factsmgt.com/signin/3FFQ6> to create an account by June 1<sup>st</sup>, in order to secure the lowest possible monthly payment.**

*If you meet ALL eligibility guidelines for the School Choice Scholarship and you want to apply, please complete the School Choice Scholarship Addendum and provide all required documentation. Please note that you are responsible to pay any difference between tuition and award amount per student using one of the above payment options.*

I intend to apply for the School Choice Scholarship.

*If you choose to apply for financial assistance, you must complete FACTS Grant & Aid Assessment (\$30 FACTS Fee) & submit all required documentation at the time of enrollment in order to receive the full year's benefit. The application can be accessed at <https://online.factsmgt.com/signin/3FFQ6>.*

I intend to apply for financial assistance.

### STUDENTS BEING ENROLLED (BEGIN WITH THE OLDEST)

Name	2016/17 Grade	Little Lions Learning Center			Select a Payment Option Yearly/Semester/Monthly
		Pre-S or Pre-K	Half or Full	3 or 5 Days	

## DELINQUENT ACCOUNTS

For monthly payments using FACTS Tuition Management System, immediately upon delinquency, FACTS will make three attempts within ten days to collect the payment due.

After fifteen (15) days of delinquency, all account holders will be sent a reminder letter and/or email and asked to **make arrangements immediately with the Business Office.**

If the account holder has not made arrangements with the Business Office within thirty (30) days of delinquency, account holders will be notified by letter, email and/or phone call that PowerSchool services will be disabled; report cards and other reporting will be withheld until the account is made current or **arrangements are made with the Business Office.**

After sixty (60) days of delinquency, account holders will be notified by phone call that their child(ren) will not be allowed to return to school until the account is made current or **arrangements are made with Business Office.**

Two weeks following the last day of school, all account holders with a delinquent balance will be sent a letter or email notifying them that their enrollment is conditional and may be invalid until a zero balance is achieved.

Two weeks prior to the first day of school, all account holders without a zero balance will be notified by the Business Office by letter, email and/or phone call that a zero balance is required no later than 5 business days prior to the first day of school. A zero balance is required for each child to attend on the first day of school, if space is available.

A student must have a zero balance in order to receive a report card, transcript of record or diploma.

If a check is returned for insufficient funds, the account will be charged a \$20.00 fee.

The school will not accept responsibility for payments that are lost or late when they are sent with a student.

**By signing below you attest to having read and completed both sides of the Tuition Payment Form and have reviewed Liberty Christian School's 2016-17 Tuition & Fees. You further agree to faithful payment of any tuition and fees due and timely completion of any additional documentation.**

Printed Name of Parent/Legal Guardian \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

*If Billing Account Information differs from Parent/Legal Guardian Information, please have responsible party complete the following:*

I, \_\_\_\_\_, accept responsibility for payment on the listed student's tuition account and authorize the release of account information to the parents or legal guardians of the listed student(s).

Signature \_\_\_\_\_ Date \_\_\_\_\_