

# Frequently Asked Questions

# Continuous Enrollment



## **What is continuous enrollment?**

Every year, Liberty has a reenrollment period where families are asked to commit to another year by signing an enrollment agreement for the next school year. Annual reenrollment allows the school to collect a snapshot of the future student body to make plans for the following school year.

Continuous enrollment is an efficient way for our families to manage enrollment from year to year. Once continuous enrollment agreements are signed, families will no longer need to reenroll every year and students will be enrolled at Liberty Christian School through graduation or until a family follows the withdrawal process.

## **How does continuous enrollment work?**

Beginning Feb. 7, 2022, continuous enrollment agreements will be made available on myLiberty. Once signed by all legal parent(s)/guardian(s), another enrollment agreement will not need to be signed. Every year, a communication will be sent reminding families of continuous enrollment, the annual registration fee, and the withdrawal process.

## **Are there fees associated with continuous enrollment?**

There is an annual registration fee that is \$700 per student per year. The payment of this fee secures your child's spot for the following school year and allows for administration to plan for class sizes, program resources, and the hiring of staff.

## **How do I pay my annual registration fee?**

This year, the annual registration fee of \$700 per student will be processed when you sign your continuous enrollment agreement. After Feb. 25, families may still choose to not sign a continuous enrollment agreement, but the annual registration fee will increase to \$1,400 per student, and enrollment will not be guaranteed and will be based on availability.

Next school year in February 2023, the annual registration fee will be automatically billed to your Tuition Management account for the 2023-2024 school year. Families will be sent a yearly reminder with an option to withdraw or update payment methods before any fees are billed.

## **What do I need to do if we are not planning to enroll for next year, or I would like to withdraw my child?**

Families wishing to withdraw should complete the Notice of Withdrawal form found on myLiberty or at [www.libertychristian.com/withdrawal](http://www.libertychristian.com/withdrawal). Families who complete this form will be contacted by the VP of Advancement with steps for withdrawal.

For 2022-2023, families not signing continuous enrollment agreements should complete the Notice of Withdrawal form by Feb. 25 to avoid having the annual registration fee increased. After Feb. 25, families may still choose to not sign a continuous enrollment agreement, but the annual registration fee will increase to \$1,400.

For the 2022-2023 school year, once a continuous enrollment agreement is signed the Notice of Withdrawal must be received by May 1, 2022, otherwise you will be bound by the agreement terms. Withdrawals after May 1 will still need to submit a Notice of Withdrawal Form. All withdrawal notifications will be contacted regarding next steps.

For future school years, the Notice of Withdrawal will need to be submitted on or before Jan. 31. Please review your continuous enrollment agreement regarding withdrawal dates and processes.

## **How will I pay my tuition?**

Tuition will continue to be billed through Tuition Management according to your selected payment terms. You may log in to your Tuition Management account to review your current selections and due dates. You may manage your payment schedule, payment method, and review your transaction history by logging into your Tuition Management account.

# Frequently Asked Questions continued

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## **My child needs Beforecare and/or Aftercare. How does that affect Continuous Enrollment?**

Participation in beforecare is included for all families. Because participation in aftercare varies from year to year depending upon a family's needs, registration is treated separately and does not affect continuous enrollment. Parents will have the option to sign up for aftercare through the agreement signing process.

## **I would like more information on Variable Tuition. How can I learn more?**

If you need to apply for Variable Tuition before making an enrollment decision, please review the Variable Tuition process on our website at [www.libertychristian.com/variabletuition](http://www.libertychristian.com/variabletuition).

## **I have a question which has not been answered. Whom do I contact?**

### **For assistance with myLiberty:**

Contact the Technology Department at [technology@mylcs.com](mailto:technology@mylcs.com) or at 940-294-2060.

### **For questions regarding continuous enrollment agreements:**

Contact Caitlyn Lynn in the Admissions Office at [caitlyn.lynn@mylcs.com](mailto:caitlyn.lynn@mylcs.com) or at 940-294-2125.

### **For question regarding Tuition Management:**

Contact Christina Ahlfs in the Business Office at [christina.ahlfs@mylcs.com](mailto:christina.ahlfs@mylcs.com) or at 940-294-2173.

### **For questions regarding withdrawals and all other questions:**

Contact VP of Advancement Dedra Brynn at [dedra.brynn@mylcs.com](mailto:dedra.brynn@mylcs.com) or at 940-294-2129.