

Frequently Asked Questions

Continuous Enrollment



What is continuous enrollment?

Continuous enrollment is an efficient way for our families to manage enrollment from year to year. Once a continuous enrollment agreement is signed, families do not need to reenroll every year and students are enrolled at Liberty Christian School through graduation or until a family follows the withdrawal process.

How does continuous enrollment work?

Continuous enrollment agreements are signed 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?

The annual registration fee of \$700 per student per year will be drafted through Tuition Management on March 1, 2024. 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?

Each school year, the annual registration fee will be automatically drafted from your Tuition Management account on March 1, 2024. Families will be sent a 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 by Jan. 31. Families who complete this form will be contacted by the Admissions department with steps for withdrawal.

Once a continuous enrollment agreement is signed, the Notice of Withdrawal form must be received by Jan. 31 prior to the upcoming school year, otherwise you will be bound by the agreement terms. Withdrawals after this date will still need to submit a Notice of Withdrawal form and will be bound by the following terms as outlined in the enrollment agreement:

- If notice of withdrawal is received prior to Feb. 1, you will be released from the enrollment agreement including applicable tuition and fees.
- If notice of withdrawal is from Feb. 1-May 1, you will be responsible for 30% of tuition and fees.
- If notice of withdrawal is received from May 2-June 1, you will be responsible for 40% of tuition and fees.
- If notice of withdrawal is received from June 2-July 1, you will be responsible for 50% of tuition and fees.
- If notice of withdrawal is received after July 1, you will be responsible for 100% of tuition and fees.

All withdrawal notifications will be contacted regarding next steps.

It is the responsibility of all legal parent(s)/guardian(s) to notify the school of withdrawal.

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 in to your Tuition Management account.

My child needs Before-care and/or After-care. How does that affect Continuous Enrollment?

Participation in before-care 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 prior to the school year.

Frequently Asked Questions continued

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.

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 or at 940-294-2060.

For questions regarding continuous enrollment agreements:

Contact Laura Wallace in the Admissions Office at laura.wallace@mylcs.com or at 940-294-2182.

For question regarding Tuition Management:

Contact Jennifer Howard in the Business Office at jennifer.howard@mylcs.com or at 940-294-2321.

For questions regarding withdrawals and all other questions:

Contact Ryan Barnhart, VP of Advancement at ryan.barnhart@mylcs.com or at 940-294-2129.