



**LEXINGTON CHRISTIAN
ACADEMY**

*Continuous
Enrollment*

Continuous Enrollment Frequently Asked Questions

What is Continuous Enrollment?

Lexington Christian Academy (LCA) wants to convey to families that we want your children to receive a Christ-centered education through graduation and desire to make their children's continued enrollment as easy and seamless as possible. The Continuous Enrollment process is positive, paperless, and convenient.

Once a family completes the initial Continuous Enrollment Agreement, their children are automatically registered for subsequent school years until the students graduate or the family "OPTS-OUT" (or withdraws).

Why Continuous Enrollment?

LCA normally has more than 90% of its students re-enroll each year. We recognize the vast majority of our families choose to remain at LCA through graduation, so we are moving towards a more simplified process to serve them.

What is the difference for the 2022-2023 school year?

As we prepare for the 2022-2023 school year, the typical re-enrollment season (January-February) will simply be a time when the school shares the approved tuition rates for the new academic year and provides a reminder regarding the designated OPT-OUT period. Families returning to LCA for the 2022-2023 school year will not be asked to complete another re-enrollment agreement. Rather, they simply must maintain an active FACTS Tuition Management account so that the school can deduct the Annual Commitment Fee on **March 5, 2022**. Payment of the Annual Commitment Fee guarantees the student's enrollment for the following year.

What is the difference between "opting-out" and "withdrawing?"

Opting-out is a designated time for families to notify the school of their plans not to return for the new academic school year. The opt-out period is from **February 1 – February 28**. When a family "opts-out" their Continuous Enrollment Agreement concludes at the end of the current school year. The family will not be charged an Annual Commitment Fee nor the next school year's tuition. In addition, a spot will not be reserved for the applicable student.

A withdrawal occurs outside of the "opt-out period." To withdraw your child at any time for the current or following school year, you must contact the Admissions Office and complete a withdrawal form.

What is the Annual Commitment Fee?

The Annual Commitment Fee (previously referred to as the re-enrollment/enrollment fee), serves as your family's financial commitment and confirms your children will attend LCA for the next academic year. The \$150 fee for half-day students (preschool) and \$350 fee for all-day students (preschool-12th grade) is non-refundable and secures your children's spots for the following year. For current families, the school will deduct the fee from your family's FACTS Tuition Management in March. For new families, the school will deduct the fee as you submit your student's initial online enrollment agreement.

What is the purpose of paying a fee if I have a Continuous Enrollment Agreement on file?

Submitting an annual fee secures placement for each child in the upcoming year and assists the school administration in effectively planning for staffing and curriculum for the upcoming school year.

Is the Annual Commitment Fee refundable?

Once paid, the Annual Commitment Fee is **non-refundable and non-transferrable**.

What if I am behind on my account?

All accounts (tuition, lunch, athletic, etc.) must be in good standing in order to keep your Continuous Enrollment Agreement active. Students will not be considered enrolled for the upcoming school year until family's account are in good standing and the applicable Annual Commitment Fees are paid.

I am a current family and I want to enroll a new child at LCA. What do I need to do?

To enroll a new student, families will be asked to:

- Submit a new student application.
- Complete all the applicable admissions steps.
- Submit a Continuous Enrollment Agreement for the new child

What is the Tuition Refund Insurance Program?

Recognizing there are unforeseen circumstances that result in a student leaving school prior to the conclusion of the academic year, LCA offers The Dewar Tuition Refund Plan as a means to help insure the family's tuition obligation, in the event of an unexpected withdrawal. The cost is 2.6% of the annual tuition charges for the 2022-2023 school year.

For additional information regarding the program, please reference the Dewar Tuition Refund Plan brochure or call Ellen LaFrance or Sky Kinnon at (617) 774-1555.

What should we do if we are uncertain about our returning to LCA for the upcoming school year?

Families who are uncertain about their family's continued enrollment may want to explore the Dewar Tuition Refund Program. Every year, families withdraw for one of the following reasons: family move, change of objective, injury or sickness, death of parent or student, disciplinary dismissal, scholastic difficulties, financial problems, mental health conditions, or job loss. If your son or daughter withdraws, the Tuition Refund Plan will pay benefits (subject to the terms of the policy and the amount insured) to the school, which provides substantial assistance in meeting your financial obligation.

Please consult the 2022-2023 Dewar Tuition Refund Plan for additional details. The brochure explains how families can protect their tuition commitment against unforeseen withdrawals or dismissals. The Plan provides substantial insurance protection at a modest cost.

What is the Peace of Mind Insurance offered by FACTS Tuition Management?

FACTS Tuition Management offers this optional benefit for only \$22.50 per year per family. In the event of death of the Responsible Party or spouse, the remaining tuition balance owed for the current school year is paid to the school.

What happens if we need to withdraw?

Enrollment in Lexington Christian Academy is for the entire academic year. By signing the student's Continuous Enrollment Agreement, the parents or guardians commit to payment of all tuition and fees for the applicable school year, regardless of whether or not the student remains enrolled in LCA.

Please notify the school by completing a Withdrawal Form. Upon receipt of the form, the finance department will review your request and then determine your family's tuition balance.

Why is it important to notify the school if your family plans to withdraw?

Withdrawals have a significant impact on our planning, hiring, and budgeting for the next school year. We base staffing, instructional programs, materials, curriculum, and facility needs on the number of students we expect for the upcoming school year. Late withdrawals negatively affect all these plans.

Withdrawing a student is a significant decision, and one that LCA believes should be made only after concerted efforts to resolve any issues or concerns have been exhausted by both the school and the family. If your family is considering a withdrawal, we invite you to contact your student's principal and/or the Admissions Office.

What should I do if my student is not returning next year?

LCA desires to maintain our partnership with you for your child's complete education, but we recognize that sometimes plans change for our families. Please contact your child's principal to discuss your plans and then complete the OPT-OUT/WITHDRAWAL FORM by **February 28, 2022**. You can access the form by visiting:

https://www.lexingtonchristian.org/admissions/withdrawalform.cfm#detailid_398234

What is my family's financial obligation if we withdraw?

It depends on timing. Families who submit an OPT-OUT/Withdrawal Form by **February 28, 2022** will not have a financial obligation for the 2022-2023 school year.

On March 1 and beyond, all fees are non-refundable regardless of the notification date. No exceptions. These fees include, but are not limited to, application, annual commitment fee, and grade-level fees.

The family's tuition obligation will be determined based on two (2) factors -- the timing and the reason for withdrawal.

Future year withdrawals can occur anytime between **March 1 and May 31**. For these withdrawals, families will still be responsible for their students' fees but will be released from their tuition obligation.

Current year withdrawals would occur any time after **June 1** and the last day of school for the current academic school year. For the 2022-2023 school year, the applicable dates would be **June 1, 2022 through May 19, 2023**.

The four (4) qualifying events, which may reduce the amount of tuition the family owes include:

- Death of a parent or guardian who is a member of the student's household, or is providing significant financial support.
- Unemployment that persists for more than 60 days of a parent or guardian who is a member of the student's household, or is providing significant financial support.
- Relocation of the student to an address more than 30 miles from an LCA campus. To qualify, the student must reside at this address more than 50% of the school week, on average, during the school year.
- Significant decrease in tuition assistance for returning students when there has been no corresponding improvement in the family's financial position. To qualify, the student must have received tuition assistance from LCA and completed the prior school year at the school.

Parents are strongly encouraged to consider purchasing tuition refund insurance each year.

How can we appeal a withdrawal decision?

Appeals will be considered for only four qualifying events that may reduce the amount of tuition. To be considered, the qualifying event must have occurred after **February 28**, and an appeal including adequate substantiation must be made in writing and received by the Director of Finance within seven days of the receipt of the withdrawal notification. The four qualifying events are as follows:

- Death of a parent or guardian who is a member of the student's household, or is providing significant financial support.
- Unemployment that persists for more than 60 days of a parent or guardian who is a member of the student's household, or is providing significant financial support.
- Relocation of the student to an address more than 30 miles from an LCA campus. To qualify, the student must reside at this address more than 50% of the school week, on average, during the school year.
- Significant decrease in tuition assistance for returning students when there has been no corresponding improvement in the family's financial position. To qualify, the student must have received tuition assistance from LCA and completed the prior school year at the school.

If the appeal and supporting documentation received confirms that the conditions for one of the four qualifying events is met, then the tuition obligation may be prorated based on the number of days in the fiscal year calendar through withdrawal date. The school will determine if the withdrawal is in the best interest of the school, and may elect to offer a partial release of the family's obligation. All appeals that result in any release of obligation must be approved by both the Director of Finance and the Head of School. The school will respond within 30 days of the date that the qualified written appeal and adequate documentation is received by the Director of Finance.

What steps do I need to take to change my payment plan for next year?

Your payment plan will automatically roll forward into the next school year. If you would like to change your payment plan, please contact our student-billing specialist, Helen Proffitt at hproffitt@lexingtonchristian.org.

How do I add the Tuition Refund Plan?

Families can enroll in the Dewar's Tuition Refund plan via the Annual Verification Form. This form will be distributed to families in July.

How do I remove the Tuition Refund Plan?

Families can remove the Dewar's Tuition Refund plan via the Annual Verification Form. This form will be distributed to families in July.

What if I cancel my Continuous Enrollment and then decide I want my student to remain at LCA?

If a family cancels their Continuous Enrollment Agreement and then decides to return, they must submit a new agreement and will be considered with other new families. Students will be granted a position based upon available openings in the grade or placed on a wait list until a new spot opens up. **An additional late fee of \$150 will be added to the annual commitment fee.**

If tuition assistance had been previously granted, the tuition assistance committee will reassess the family's award based upon the available funds at that time.

Why are we paying a grade level fee?

This required fee covers the cost of consumable expenses (e.g. workbooks, classroom project supplies, etc.) and/or special programs (e.g. field trips, etc.) incurred during the school year. We will deduct one-half of the grade level fee with the August payment and the remaining half with the December payment. **This fee is non-refundable.**

Why are the grade level projected fees different?

Each grade level incurs different expenses associated with consumable supplies and/or special programs. Here are a few examples: the preschool grade level fee includes a field trip; the 7th grade fee includes the student's consumable book bundle; and the 9th grade fee includes the cost for the student's standardized tests.

How are tuition payments processed?

LCA uses FACTS Tuition Management to help us manage our tuition payment program and financial aid assessment. LCA requires all families to have a FACTS Tuition Management account including a method of payment in order to process their students' tuition and incidental expenses. During the Continuous Enrollment period, parents must verify their account information. FACTS Tuition Management uses this information to process the students' 2022-2023 Annual Commitment Fees, and then on-going, for the students' 2022-2023 tuition payments and other incidental expenses.

The one-time FACTS Tuition Management administrative fee for the 2022-2023 school year is \$50 for families making monthly payments and \$20 for families who make a single or two semester payments.

What do I need to do to change my bank account or credit card information?

You will access FACTS Tuition Management via FACTS Family and update your financial information.

Can you tell me more about LCA's tuition assistance (TA) program?

It is Lexington Christian Academy's desire to make a Christ-centered education accessible to as many families as possible. LCA's TA program was developed to help bridge the gap between the expense of tuition and what a family can afford. Families must submit a TA application for each student for each of the school years for which assistance is requested. All applicants are advised that awards will most likely change (increase or decrease) each year. The amount awarded to each applicant each year will be based on an analysis done by an independent third party as selected by the school and based on available funds. TA awards only apply tuition and not to fees of any kind.

How does TA work with Continuous Enrollment?

Families must apply for each year that they need financial assistance. It is important that families apply by the designated TA deadlines.

What if the TA award changes and/or is not sufficient for a family to continue their children's enrollment at LCA?

We would encourage families to contact the finance department and discuss an appeal. If the family should choose to withdraw, they would be released from their contract and their future tuition obligations.

Can families qualify for a tax-free withdrawal of up to \$10,000 if they have a 529 plan and pay tuition to LCA?

Qualified educational expenses for 529 plans will include tuition and expenses for private primary and secondary school expenses (K-12). Previously, you could only use it towards qualified college expenses. LCA recommends that you contact your tax advisor if you are interested in learning more about this change in the tax law.

What if I have more questions?

For Admissions: admissions@lexingtonchristian.org

For FACTS Family: msteier@lexingtonchristian.org or jguilliams@lexingtonchristian.org

For Student Billing: hproffitt@lexingtonchristian.org

For Tuition Assistance: jnewman@lexingtonchristian.org