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Union Campus: 475 SW 3rd Street · Lake Butler, FL · 32054  
Main Campus: 1105 N. Lakewood Avenue · Ocoee, FL · 34761

## 2023-2024 Academic Year – Statement of Support

- **Registration Fee:** The registration fee must accompany the student application before processing can begin. The fee is \$250 per student and is *non-refundable*. This fee covers administrative expenses and diagnostic testing if applicable.
- **Tuition Costs:** Tuition costs can be paid as one payment, due by August 15, or on a 10-month pay-plan, beginning August 15. If account is not paid in full, student records may be withheld until satisfactory arrangements have been made with the school administration. If an account becomes more than 30 days past due the student will not be permitted to attend school at LCA until the balance on the account has been paid or financial arrangements have been approved by school administration.
- **Additional Fees:** Additional fees, including a one-time curriculum fee and a one-time technology fee will be billed to the family account. These fees are listed in the Student Handbook. Other fees, such as graduation fees, testing fees, and field trip and academic competition fees, will be billed to the account prior to the event for which the fee is assessed. Some fees, such as the supply fee, snacks and lunches, field trip fees, and repeat PACE fees, are not covered by tax credit scholarship funds and are the responsibility of the family to pay.
- **Late Fee:** A late fee of \$30 per student will be added when the monthly account balance has not been paid by the 15<sup>th</sup> of each month.
- **NSF Charge:** A \$30 NSF charge will be added to all returned checks.
- **Scholarship Recipients:** Students seeking enrollment who have been awarded income-based or needs-based scholarships must provide a copy of their award letter or letter of intent. Families with students receiving scholarships are responsible for all private-pay account balances, including the supply fee, snacks and lunches, field trip fees, and any other charges not covered by scholarship funding.
- **Withdrawal and Refund Policy:** Parents wishing to withdraw their students from LIGHT Christian Academy must submit their intention in writing. A refund will be given for tuition that has been pre-paid, beginning with the next payment due date after the notice has been received in writing. Any refund given applies only to tuition that has already been paid and not to any fees or other expenses paid by the parent. All outstanding balances should be paid before records are transferred. In the event that a student receives a scholarship, the family is responsible for any balance remaining on the family account after the final scholarship payment is applied.
- **Arrival/Departure Times:** School arrival and dismissal times are listed in the Student Handbook. Students are expected to arrive in class at the start of class time or else they will be considered tardy. Tardies will result in disciplinary action. Students should not be dropped off before 8:00am and must be picked up within 30 minutes of dismissal. **Light Christian Academy's Union Campus does not offer Morning Care or Aftercare.**
- **Uniform and Dress Code:** Light Christian Academy operates under a uniform policy for **all students**. Students are required to adhere to the dress code policy at all school functions unless notified otherwise.
- **Lunches/Snacks:** Students should bring snacks and lunches from home. A limited selection of snacks and prepackaged lunch items may be available for purchase. Food purchases will be billed to student accounts. Please note, scholarship funds do not cover snacks or lunches.

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date