

ADMISSION POLICY

1. The Admissions Committee is given authority to admit or deny students.
2. Parents/Legal Guardians must be willing to abide by and be supportive of the Statement of Faith and desire to cooperate with the school in pursuing our mission of developing their child so that he/she will become an effective Christian, living according to Biblical standards.
3. Liberty Christian School does not discriminate on the basis of race, color, gender, national or ethnic origin in its admission policies and practices.
4. Liberty Christian School strives to meet the needs of every student entrusted to its care. Liberty Christian School may not possess the resources to provide for students who have:
 - A low academic performance as indicated by report cards and standardized testing
 - Failed the most recent grade level prior to application
 - Displayed significant emotional or disciplinary problems (including suspension or expulsion) at current school
 - A police, court, or criminal record
 - A physical handicap, which would impair the learning process under normal educational conditions
 - A learning disability for which our program is not staffed
5. Pre-School students must be at least 3 years old by August 1 and must be fully toilet trained. Pre-Kindergarten students must be at least 4 years old by August 1.
6. Kindergarten students must be 5 years old by August 1. Kindergarten applicants are interviewed and given a developmental placement test which includes evaluation of their academic, physical, emotional, and social maturity. Applicants for kindergarten must also submit a Kindergarten Health Form, which has been completed by their attending physician.
7. All students entering Liberty Christian School for the first time will be given an entrance assessment to assist in determining academic and overall readiness for the grade level for which they have applied.
8. All students entering grades 7-12 must submit a Student Commitment Form stating their level of commitment to Christ. All new students entering grades 7-12 must submit the New Student Questionnaire stating their personal testimony.
9. All new students are accepted on a probationary status for the first year.
10. Applications will be processed in the order in which they are received, only after all procedures have been followed and all paperwork has been submitted.
11. Students applying for a School Choice Scholarship may be required to enter a lottery process if the number of School Choice Scholarship applicants exceeds the number of available openings.
12. If an enrolled student is withdrawn after the start of the academic year, the custodial parent/legal guardian is responsible to pay for the days the student is enrolled. The custodial parent/legal guardian is required to sign withdrawal papers and is responsible for any outstanding balances accrued during time of enrollment (ie lunch, Kid's Club, library fees, etc).

ADMISSION PROCEDURE

1. Each student applying for **Pre-School–Grade 12** must submit:
 - Application For Admission
 - Tuition Payment Form and Non-Refundable Enrollment Fee
 - Enrollment Signature Page
 - Pastoral Recommendation Form
 - Health & Learning Form
 - Emergency Medical Form
 - A copy of the applicant's Birth Certificate
 - A copy of the applicant's Immunization Record
 - Kindergarten Pupil Health Record (Kdg. Applicants Only)
 - Custodial Documentation, if applicable
 - Individualized Learning Plan (IEP), 504, ILP, or Service Plan, if applicable
2. Each student applying for **Grades 1-12** must also submit:
 - Teacher/Principal Evaluation Form
 - Request for Records Form
3. Each student applying for **Grades 7-12** must also submit in his/her own handwriting:
 - Middle School/High School New Student Questionnaire
 - Secondary Student Commitment Form
4. Interview:
 - All pieces of the admission application listed above as well as all academic & discipline records must be received before an interview will be scheduled.
 - Parents of qualified early education and elementary applicants will interview with the elementary principal. Qualified applicants for grades 7-12 and their parents will interview with the secondary principal.
5. Each student must complete entrance assessment placement testing.
7. A final decision regarding admission will be made by the Admissions Committee upon completion of all steps in the admission process, including the interview and placement testing. The prospective student/parents will be notified as soon as possible.
8. For enrollment to be finalized, arrangements for tuition payment must be completed with the Business Office. This may include paying for tuition in full, paying for the 1st semester of tuition, setting up monthly payments through FACTS Tuition Management, and/or completing and submitting all financial assistance requirements. A student's enrollment date will coincide with the student's acceptance date.
9. In order to be considered for any form of financial assistance, the FACTS Grant & Aid Assessment must be completed and financial information submitted to FACTS Grant & Aid, including the previous year's tax documents. For a complete list of financial assistance requirements, please refer to the Liberty Christian School Financial Aid At a Glance.