



# LIBERTY ACADEMY SCHOOL FEE POLICY

Revised July 2023

## **1) Rationale**

Being an Independent School, the majority of income earned by Liberty Academy at the Priory is through fees. It is therefore important that the cost of fees, and the process to facilitate payment be clearly outlined annually for its stakeholders.

For the purpose of this policy statement, School Fees shall include the total cost of educating a child and comprise tuition fees; levies (e.g. curriculum levies or IT levies); and other charges (e.g. book hire, Home School Ass. Fees, Accident insurance, and building levies outlined on the fee-paying invoice)

## **2) Fees Prior to Enrolment**

On completion of the Expression of Interest for Enrolment, parents and/or guardians will be provided with the Academy's current fee policy. These can also be found on the Academy website. Any clarification needed by parents and/or guardians about the policy shall be given at the initial enrolment interview. Acknowledgement of the fee collection procedures shall be on the 'Acceptance of Enrolment' form, which shall be signed by both parents and/or guardians. In the case of a sole custodial parent or guardian, one signature will suffice. In the event where parents split the bill or change payer responsibility for fees, this must be conveyed to the Academy in writing. All parties must complete and sign an 'Enrolment Form'.

**Application fee** shall be \$1500.00 and will be non-refundable.

### **Deposit on Termly Fee**

A 50% deposit on termly fee is required to secure the approved enrolment of a student. The balance is due at the beginning of the upcoming term.

If an approved enrollment cannot be taken up at the beginning of the term, then 25% of the total fee is non-refundable. (i.e. half of the original deposit made.)

Should a parent request a deferral of enrollment, the 50% deposit will be forfeited in order to maintain the child's space for the upcoming term only. The upcoming term's fee would therefore be charged in full without reference to the original 50% deposit.

## **3) Fees after Enrolment**

Termly Fees and charges including increases shall be set by the Academy's Executive Management and confirmed by the Academy's Board of Management at the Annual General Meeting each year. These will be communicated to the Parent body by May 31st of each year. (This year they comprise Tuition Fees, Accident Insurance Fees, Technology Fees and H.S.A. dues)

### **Fees for Students Repeating a Grade**

A student repeating a grade in the primary, secondary, or special education programme will remain at 100% of the stated fees if the student is repeating the entire academic year.

Fees for Secondary students repeating less than 5 CSEC subjects will be 75% of the stated tuition fee along with the other usual fees and dues.

### **Part-Time Student Fees**

Students attending Liberty Academy on a part-time or short-term basis will be charged fees as follows:

Categories of students include:

- a.** Students who participate in the school's programme for specified periods each week. 50% of school fee should be paid at the beginning of the school term.
- b.** Students who participate in the school's programme on a full-time basis for a specified period of weeks in a term. A minimum of 50% of termly fee should be paid upon registration of the student.

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#### **4) Fee Discounts are applied to:**

- a. Up to 2 children/ grandchildren of each staff member (50%)
- b. Up to 2 children of ministers of the Gospel (50%)
- c. Children referred for enrolment by the eldership of Swallowfield Chapel (up to 50%)
- d. Families having 2 children (5% discount applied to child in the higher grade and full fee for the child in the lower grade). This can be applied across the academy except in the case of a sibling who transitions from the Prep. School to the High School and qualifies for the 'transitioning discount'.
- e. Families having 3 children (10% discount for the child in the highest grade, 5% discount in the next lowest grade and full fee for the child in the lowest grade).  
This can be applied across the academy except in the case of a sibling who transitions from the Prep. School to the High School and qualifies for the 'transitioning discount'
- f. A package will be worked out for families having more than 3 children.
- g. Students transitioning from the Preparatory Dept. to the Secondary Department will receive a 12.5% discount.

#### **5) Late Enrolment Discounts**

Late enrolment discounts will be applied for students who enroll in the school's programme after the school term has commenced according to the following schedule:

- 15% discount if enrolling after the 2nd week of the school term
- 30% discount if enrolling after the 4th week of the school term
- 50% discount if enrolling after the 6th week of term.

NOTE: NO FURTHER DISCOUNTS WILL BE AWARDED BEYOND THIS PERIOD.

**ALL DISCOUNTS AWARDED BY THE SCHOOL WILL BE APPROVED IN WRITING BY A COMMITTEE COMPRISING THE EXECUTIVE DIRECTOR, PRINCIPALS, AND PROGRAMME DEVELOPMENT MANAGER.**

#### **6) Fee Collection**

Two options are available to parents/guardians to pay the annual fees and charges:

Option 1- Payment in full before the first day of the school term via bank transfer or Credit/Debit Card Payment.

Option 2 - Payment in 4 equal installments. First installment must be paid in full by first day of school term for student to begin classes. Payments made after scheduled due dates will attract a late fee of \$2,000.00. Two (2) unpaid installments will result in the student being asked to remain at home until payments are reconciled.

#### **7) Tuition Fee Refund**

If a student withdraws or is expelled during the first four weeks of a school term, tuition fees may be refunded according to the schedule below if payment has been made in full on/ or before the beginning of term.

- During the first week of the school term:  
(Non-refundable 25% of school fee is retained by school)
- During the second week of the school term: 75% refund
- During the third week of the school term: 50% refund
- During the fourth week of the school term: 25% refund

NOTE: NO FURTHER REFUNDS WILL BE APPROVED BEYOND THIS PERIOD.

For further information feel free to contact our Main Office at (876)906-5059 or (876)906-2244 or via email at [libertyatpriory@gmail.com](mailto:libertyatpriory@gmail.com)

