



◆ P.O. Box 1326 ◆ 5933 Valley Pike ◆ Stephens City ◆ Virginia ◆ 22655-9998 ◆
◆ School Office 540.252.0238 ◆ School Fax 540.508.2985 ◆

2016-2017 School Year

Thank you for your interest in Legacy Christian Academy.

LCA was established by community members focusing on the vision of a Christian school that would be different from any other school in the area. Not only would this school provide high quality and Christ-centered education, but it would strive to unite and mobilize the body of Christ to better serve our community.

Enclosed you will find enrollment documents for our Home School Program.

Mrs. Audrey Braun-Duin is our Home School Coordinator at LCA. If you would like to learn more about our class schedule, please contact Audrey by email Audrey.Braun-Duin@LegacyChristian-Academy.com or by phone at 540-336-0811. Please schedule a time to tour our school, meet with our Home School Coordinator and the School Superintendent.

We look forward to helping you get better acquainted with LCA.

God Bless,

Marianne Poole

*Legacy Christian Academy
Director of Admissions & Marketing
Admissions@LegacyChristian-Academy.com
540.877.7336*



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Admissions Office 540.877.7336
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Family Application for Legacy Christian Academy Home School Program (LCA-HSP) 2016-2017 Academic Year

MISSION STATEMENT
LCA's Home School Program exists to assist and support home schooling parents/guardians as they prepare their children for life by guiding them to embrace and live out God's will for their lives, articulating a vision of academic excellence, and facilitating entrance into higher education and the workplace.

Parent/Guardian Information

Father's Name: _____
Address: _____
City/State/Zip: _____
Home Phone: _____
Father Occupation: _____
Employer: _____
Father's Cell: _____
Father's Email: _____
Father: Deceased Remarried

Mother's Name: _____
Address: _____
City/State/Zip: _____
Home Phone: _____
Mother's Occupation: _____
Employer: _____
Mother's Cell: _____
Mother's Email: _____
Mother: Deceased Remarried

Parent's Marital Status: Married Divorced Single Separated Living Together Widowed

If parents are remarried please list the name of new spouse:

Father: _____ Mother: _____

Student lives with: Both Parents Father Mother Grandparent(s) Guardian

Whom should we thank for referring you to LCA-HSP? _____

Student Information

	Birth Date	Social Security #	Grade 2016-17	Gender (Optional)	School(s) Previously Attended Please list most recently attended first.

Academy History

Which LCA-HSP option(s) do you plan to use?

____ LCA-HSP: Students who enroll in 1, 2, or 3 classes at LCA and do not desire the oversight of LCA for the remainder of their courses.

____ LCA-HSP Diploma Program: Students, grades 9-12, who desire a diploma from LCA and academic oversight which includes a portfolio. LCA-HSP Diploma Program students may also enroll in 1, 2, or 3 classes at LCA.

*Note: Students cannot enter the LCA-HSP Diploma Program for the first time as a senior.

Academic History Continued

Please give details of your student's academic history, including number of years and grade levels home-schooled, curriculums/programs used, repeated or skipped grades. Include any advance placement or difficulties with any subjects and learning disabilities.

Has your student(s) ever been suspended or expelled from school? (If yes, give an explanation including name of school and dates.)

Please list your reasons for your interest in the LCA-HSP program and include your expectations for your student(s).

What are your goals for your student(s)' future education?

General Information

LCA would like to help keep our Grandparents informed of activities and events during the school year.

Name: _____ Name: _____
Address: _____ Address: _____
City/State/Zip: _____ City/State/Zip: _____
Email: _____ Email: _____

Church Information

LCA would like to help keep our church families informed of activities and events during the school year.

Name of Church: _____ Name of Pastor: _____
Address: _____
Phone: _____ Church Email/website: _____

Statement Agreement

*I/We have read the **LCA-HSP Mission Statement**, and reviewed the **LCA Student-Parent Manual**. I/We have discussed the manual with my/our student(s), and agree to support them during their enrollment at Legacy Christian Academy.*

Parent/Guardian Signature Date Print Name

Parent/Guardian Signature Date Print Name

LCA admits students of any religion, race, color, nationality, and ethnic origin to all rights, privileges, programs and activities made available to students in the school. It does not discriminate on the basis of religion, race, color, nationality and ethnic origin in the administration of its educational and/or school administered programs. The school maintains the right to refuse admittance to anyone it so chooses.

Legacy Christian Academy

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Parent/Guardian Covenant

A student's attitude, conversation, and behavior are directly a reflection of the character of the school and the family from which they receive their training. LCA expects all students to live above reproach, demonstrating respect for God, country, family, faculty, staff, administration and fellow students. Students must therefore conduct themselves at all times in a manner in accordance with the teachings of scripture and must live a lifestyle commendable to Christ. Legacy Christian Academy expects the parents of the children that attend our school to carefully guide, as well as monitor, the life activities of their children. If a student would become involved with drugs, smoking, homosexual lifestyle, gambling, or drinking alcoholic beverages, a parent is expected to stop such activity.

Regular church attendance needs to be encouraged by both the parent/guardian and the school staff. The family and the church should both have the goal of teaching honesty, morality, courtesy, kindness, orderly behavior, and a respectful demeanor toward authority. When a student's or parent's/guardian's life becomes a detriment to these principles, Legacy Christian Academy reserves the right to ask for the student(s) to be withdrawn or expelled from the institution.

If a dispute arises out of or relates to any of the services being provided by Legacy Christian Academy, or any of its faculty or staff members, and if the dispute cannot be settled through direct discussion, then the parties agree to endeavor to settle the dispute in an amicable manner by submitting the dispute to one or more individuals who will attempt to resolve the dispute through Christian conciliation. If Christian conciliation is unsuccessful, then the parties agree to submit the unresolved controversy or claim arising out of or relating to the services being provided by Legacy Christian Academy, or any of its faculty or staff members, to mediation under the Commercial Mediation Rules of the American Arbitration Association before resorting to arbitration. Thereafter, any unresolved controversy or claim arising out of or relating to the services being provided by Legacy Christian Academy, or any of its faculty or staff members, may be settled by arbitration in accordance with the Commercial Arbitration Rules of the American Arbitration Association.

I/We have read and understand the standards of conduct prescribed in the LCA Student-Parent Manual, and agree that my student will abide by them both at and away from school functions. I/We agree to fully support the school in its enforcement of the standards of conduct. As we are Christians and LCA is a Christian ministry organization, I agree not to make demands, threaten to sue, make any kind of accusation or complaint, or actually litigate any matter whatsoever relating to or resulting from the enforcement of the standards of conduct. To do otherwise would be a clear violation of Biblical teaching and practice.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

LCA-HSP Tuition and Fee Descriptions 2016-2017

Application Fee: \$100 per student. Application Fee applies to all students entering LCA-HSP for the first time.

Registration Fee: \$50 per student. Registration Fees received on or before April 1st for the LCA-HSP Program.
(All registration fees are non-refundable.)

Late Registration Fee: \$100 per student. Registration Fees received after April 1st.

Tuition Rates for Classes Taken on Campus at LCA

LCA-HSP students may elect to take one, two, or three courses at Legacy Christian Academy. Students planning to take 4 classes or more must enroll at LCA as a Full-Time Student.

Class Fee: \$750/annually per class

Text Book Fee: \$50/annually per class

Tuition Rates for Students in the Diploma LCA-HSP Option Only

1st Student \$300/ year

2nd Student \$200/ year

3rd Student \$100/ year

Any additional students in the family are free. The eldest student is always considered the “first student,” and families with more than one student should list all students in order of grade on the Family Information form.
(These fees are not pro-rated and are non-refundable.)

One to two fine arts classes are **free** for students enrolled in Diploma LCA-HSP. (Fine arts classes include chorus, and yearbook.)

Yearbook Fee: \$60 (*optional*)

Graduation Fee: \$75 (*if applicable*)

Optional Standardized Testing: \$30

Payment Options:

All LCA-HSP students must use FACTS Management for automatic payments to be withdrawn from your checking or savings account with the 10 and 12 month plans.

Yearly (one-time payment directly to LCA)

Semester (August & January payments directly to LCA)

10 Month Plan (August to May – \$45 Annual Fee to FACTS)

12 Month Plan (August to July – \$45 Annual Fee to FACTS)



Legacy Christian Academy Home School Program Enrollment Contract 2016-2017

This is an Enrollment Contract for the 2015-2016 school year between Legacy Christian Academy (LCA) and _____ the undersigned parent(s)/guardian(s) of the following student(s).

1st Student's Full Name _____ Grade _____

2nd Student's Full Name _____ Grade _____

3rd Student's Full Name _____ Grade _____

4th Student's Full Name _____ Grade _____

I/we understand that LCA is a private, Christian school which provides an education from a Christian world view and perspective. I/we are in agreement with LCA's purposes and statement of faith as set forth in the LCA Student-Parent Manual.

In consideration for the privilege and opportunity for our child to be educated at LCA and other terms and conditions set forth herein, the parties agree to the following:

1. LCA-HSP TUITION - Tuition for the 2016-2017 school year is as follows:

LCA-HSP Diploma Program: 1st student \$300/year, 2nd student \$200/year, 3rd student \$100/year. (Each LCA-HSP Diploma Program student may take one to two fine arts classes at LCA free of charge.)

Tuition & Text Book Fees for classes taken at LCA for LCA-HSP or (Optional) LCA-HSP Diploma Program students: **Tuition - \$750/annually**/full credit class and **\$500/annually**/ partial credit class. **Text Book Fee - \$50/annually**/class. Full credit classes meet 3-5 days/week or 2-3 days/week in block classes. Partial credit classes meet 1-2 days/week or 1 block class/week.

I/we agree to the tuition total based on the schedule above. I/we understand this does not include other fees associated with Registration and/or Athletic Programs. I/we agree that LCA reserves the right to dismiss any student when an account becomes 30 days past due. I/we select the following Tuition payment plan through FACTS Tuition Management:

Plan A - Yearly Plan B - Semester Plan C - 10 Month Plan D - 12 Month

2. FEES – The following fees are due to LCA: Application Fee of \$100 per Student (*one-time fee*); Registration Fee of \$50 per Student on or before April 1st. Late Registration Fee \$100 per Student after April 1st; Graduation Fee of \$75 (*if applicable*), Yearbook Fee of \$60 (*optional*). All Fees are Non-Refundable.

3. **NON-REFUNDABILITY OF TUITION/WITHDRAWAL FEES** – LCA plans its budget and makes financial and contractual commitments based upon the enrollment contracts entered by parent(s)/guardian(s). Many of these costs are incurred and/or cannot be avoided due to the withdrawal or dismissal of any student, once the school year begins. Additionally, in some cases, LCA may have denied enrollment to other potential students, based upon the limited number of openings available in any specific class. Accordingly, I/we agree to the pay following Tuition and withdrawal fees associated with the removal or withdrawal of our student(s) **FOR ANY REASON regardless of the reason for withdrawal or dismissal:**

- a. From June 1st – August 31st ~ one month’s tuition and \$50 withdrawal fee per student.
- b. From September 1st – end of first grading period (beginning of November 2016) ~ two months’ tuition and \$50 withdrawal fee per student.
- c. From the start of the second grading period to the end of the year ~ full tuition.
- d. LCA-HSP Diploma Program’s annual fee is Non-Refundable.

I/we understand and agree that by signing this agreement, *I/we are agreeing to pay these tuition and fees according to this schedule, regardless of the reasons necessitating the withdrawal or removal of our student(s) including, but not limited to, voluntary withdrawal, expulsion, transfer, academic performance, failure to pay tuition, or any other reason.* _____ **(initial)**

I/We understand although I/we may be permitted to pay our obligation in more than one payment, that all tuition and fees are due pursuant to the above schedule regardless of whether payments are made in multiple payments.

4. **COLLECTION COSTS** - I/We agree in the event that LCA must pursue any collection efforts, including institution of a lawsuit, for any unpaid amounts owed to LCA, including but not limited to, tuition, any fees, late charges, expenses, etc., I/we agree to pay all costs and fees associated with the pursuit of any such collection efforts or lawsuits, resulting from my/our failure to pay amounts due and owing to LCA in accordance with this agreement, including, but not limited to, reasonable attorney’s fees and costs incurred by LCA. I/We agree to interest at the annual rate of ten percent (10%) compounded annually on any unpaid amounts or outstanding balance.

5. **STUDENT-PARENT MANUAL** – I/we agree that I/we have reviewed the LCA Student-Parent Manual. I/we agree to abide by the terms and conditions of the manual and LCA’s policies as well as any alterations or modifications made to the manual or policies by LCA, in its sole discretion.

6. **PARENT/GUARDIAN COOPERATION** – LCA’s educational mission involves working closely with the home in the overall Christian education of students. LCA views itself as partnering with parents/guardians in the educational process. LCA believes that a positive and constructive working relationship between LCA and a student’s parents/guardians is essential to the accomplishment of LCA’s religious educational mission. Parents/Guardians enrolling their student(s) agree to support the educational mission and philosophy of the school and to cooperate with and support the school. This is founded upon the Biblical principle articulated in Amos 3:3, “Can two walk together, except they be agreed.” LCA reserves the right to dismiss a student or to discontinue further enrollment of any student, in its sole discretion, where the actions of a parent or guardian demonstrate a lack of support and cooperation for the school or otherwise demonstrate an inability to maintain a positive working relationship or interfere with LCA’s religious educational purposes. I/We acknowledge and agree that my/our failure to abide by this requirement and that my/our conduct and actions, including, but not limited to, my/our violation of current or future LCA policies or manual provisions, may jeopardize the enrolment status and/or continued enrollment of my/our student(s).

7. **STUDENT STANDARDS** – I/We understand that as a private institution, LCA reserves the right to set and maintain its own standards for student conduct, dress code and scholarship. These standards include conduct while away from LCA and LCA activities. I/we agree that our student(s) may be disciplined, which includes, but is not limited to suspension and expulsion, for a violation of applicable student standards, rules, or manual provisions.

8. **USE OF STUDENT’S IMAGE, LIKENESS** – I/We consent on our behalf and on behalf of our student(s) to give consent for photographs, audio, video, or electronic or digital images or likenesses of our student(s) to be used by LCA for exhibition, public display, publication, publicity materials, advertising, a news media story, video, audio, or other or digital media, including but not limited to, yearbooks, newspapers, promotional brochures or literature, the Internet, a school web site, television, CD-ROM or DVD.

9. **COMPUTER USE AND INTERNET USE** – Computers, communications services and equipment (hereafter collectively “equipment”) provided by LCA are the sole property of LCA. Accordingly, LCA may access and monitor student communications and files transmitted by or stored upon LCA’s equipment or network. Students do not have any expectation of privacy in any communications created, accessed, transmitted, or stored by or upon LCA’s equipment, regardless of whether the communications or materials are designated as confidential or private by the sender or recipient. LCA reserves the right to monitor student use and install programs monitoring student use of the LCA’s equipment and take any action based upon a violation of its Computer and Internet Acceptable Use Policy or other policies or manual provisions.

INTERNET AGREEMENT: I/We recognize that as part of the LCA education program that students may have access to the Internet, and I give permission for my/our student(s) to use it. I/We recognize that LCA has a Computer and Internet Acceptable Use Policy, which governs the use of computers at LCA, and I/we agree that my/our student(s) will remain in compliance with that policy and may be disciplined for a violation of that policy. I/We understand that at a grade level determined by LCA, my/our student(s) will be required to sign the LCA Computer and Internet Acceptable Use Permissions Slip as found in the LCA Student-Parent Manual.

10. **OTHER PROVISIONS**

- a) In order to secure enrollment, I/We as the parent(s)/guardian(s), agree to pay and deliver with this Enrollment Contract and Registration Fee(s) of \$50 per student (on or before April 1st) or \$100 per student (after April 1st).
- b) When Re-Enrolling for the 2016-2017 school year, I/we understand that enrollment is not complete and that final enrollment is conditioned upon completion of 2015-2016 final grades, the student remaining in good standing with the school, and students and parental compliance with all policies, regulations and manual provisions of LCA, including execution of any other required paperwork.

This enrollment contract requires the signature of the parent(s)/guardian(s) and authorized representative of LCA. This document accordingly does not form a contract until executed by the parent(s)/guardian(s) and an authorized agent of LCA.

We have read, understand and agree to accept and abide by the terms and conditions of this enrollment contract.

_____ Signature of Parent/Guardian	_____ Date	_____ Printed Name
_____ Signature of Parent/Guardian	_____ Date	_____ Printed Name
_____ Signature of LCA Authorized Agent	_____ Date	_____ Printed Name