



LIBERTY ACADEMY SCHOOL FEE POLICY

Revised September 2025

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. This includes 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 Form**, parents and/or guardians will be provided with the Academy's current fee policy. These can also be found on the [Academy's 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 \$5000.00 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 end of the Term.

If an approved enrolment cannot be taken up at the beginning of the term, then 50% of the original deposit is non refundable.

A parent/guardian of an admitted student may apply for up to 1 deferral per school year for verified medical reasons or because of temporary relocation (the latter being subject to case-by-case considerations). This request must be made in writing at the start of the school year or a term, and a time-bound plan put in place so that the anticipated re-entry date is clear.

For such a student, **the auxiliary fee is required for each term s/he is not in attendance. The tuition at the point of re-enrolment will be at the current market rate.**

3) Fees after Enrolment

Termly Fees and charges, including increases, shall be set by the Academy's Executive Leadership Team and confirmed by the Academy's Board of Management at any Board meeting. These will be communicated to the Parent body by the last week in June of each year. The fee includes Tuition, Accident Insurance Fees, Technology Fees and H.S.A. dues.

LIBERTY ACADEMY SCHOOL FEE POLICY CONT'D

Revised September 2025

Fees for Students Repeating a Grade

A student repeating a grade in the primary or secondary 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:

a. Students who participate in the school's programme for specified periods each week, 50% of the 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 the termly fee should be paid upon registration of the student.

4) Fee Discounts

a.. Families having 2 or more full-fee paying children enrolled in the Academy, receive a 10% discount (this is applied for all the children in attendance). This can be applied across the academy except in the case of a sibling who transitions from the Prep to the High School, and qualifies for the 'transitioning discount.'

b. Students transitioning from the Prep School to the High School will receive a 12.5% discount for the first year only.

5) Late Enrolment Discounts

Late enrolment discounts will be applied for students who enrol 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 THE BURSAR.

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 3 equal instalments. First instalment must be paid in full by the first day of the school term for students to begin classes. Subsequent payments are due on the first day of each term.

Option 3 - Payment in 10 equal instalments. First instalment must be paid in full by the first day of the school term for students to begin classes. Subsequent payments are due on the first day of each month.

NOTES:

1. **Options 3** requires a **\$5,000 installment fee**.
2. **Unpaid installments** will result in the student being asked to remain at home until payments are received in full.
3. **Proactively communicate with the Bursary. Where possible, and at the sole discretion of the Academy, on a case-by-case basis, arrangements may be made to ensure the uninterrupted schooling of students.**

LIBERTY ACADEMY SCHOOL FEE POLICY CONT'D

Revised September 2025

7) Tuition Fee Refund

If a student withdraws 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. This does not apply in cases where a student is expelled. In such cases, the term's fee shall be forfeited.

- During the first and second weeks 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) 630-0013/ 630-0016 or via email at info@liberty.edu.jm.

