

Variable Tuition

In order to receive a tuition adjustment, a student must be enrolled and current on all accounts. Variable Tuition will not be processed for a student who is not properly registered or has unpaid balances.

LCS provides two types of financial assistance to families: vocation-based (pastoral/missionary) and need-based. If you are employed as a full-time pastor or missionary, you may qualify for a discount on your tuition. If you feel that you qualify for this discount, please stop by the school office for an application. Tuition must be paid in full for a student attending until determination of any variance is made by the Variable Tuition Committee. Awarded Tuition Variances are limited, so early application is encouraged.

Need-based adjustments to tuition may be granted to families with a demonstrated and documented financial need. In no case, however, will a variable tuition adjustment exceed 40% of published tuition costs for new families. An application is required which includes pertinent data on the parents', or other financially responsible individual's income, assets, liabilities and expenses.

Application Process

- **Step 1:** Fill out and complete the two step application and enrollment process, and pay the non-refundable New Student Registration fee of \$375.
- **Step 2:** To expedite the process, complete the need-based application online at <https://online.factsmgmt.com/aid>. (NOTE: You must provide FACTS Grant & Aid or the school a copy of last year's federal tax returns. Do Not hit the 'SUBMIT' button until all information is complete and accurate when you are applying online.)

In addition to your application to FACTS, a letter addressed to the Financial Aid Committee, must be sent into the finance office quantifying your verifiable extenuating financial circumstances. The non-refundable application fee is \$45, payable at the time of application. An application is no guarantee of eligibility for an award.

- **Step 3:** The Finance Coordinator will call upon receiving approval from FACTS and will conduct an extensive interview by phone to verify the information provided. This may result in a request for additional documentation including but not limited to copies of bills, complete bank statements, paystubs, proof of unemployment, or other pertinent information as requested by a representative of the school. Failure to provide said requested documentation will result in the termination of the application for aid or process to appeal the committee's decision. The burden of proof to provide documentation of financial need or evidence that expenses are non-elective are the sole responsibility of the applicant(s).

In cases of divided families, each household who is legally responsible for the dependent child is responsible for furnishing an application for their portion of the tuition. This may also include furnishing a copy of the divorce decree and child support order.

Income must be reported for ALL adults living in the home.

Reported expenses are limited to the amount paid out of pocket. For example, if you pay only a portion of the rent, utilities, food costs, vehicle payments, insurance or medical costs you may not in good faith list the entirety of the expense.

- **Step 4:** The Variable Tuition Committee will review your FACTS verified application. The personal information that you are required to provide on the application form will be kept confidential within this committee. This committee is comprised of board members, the director of business and the finance coordinator.
- **Step 5:** The school's Financial Office will inform you of the committee's decision in writing via e-mail. Upon receiving the decision, you must reply via email within seven days to accept the terms & conditions of the award if a variance has been granted or acknowledge the committee's decision if rejected for additional assistance.

Cancellation of Awards

The school reserves the right to review and cancel the Variable Tuition adjustments at any time because of failure to pay any outstanding tuition amounts on time. Additionally, any student who fails to remain in good standing at the school (academic, attendance, or disciplinary) will jeopardize their variable tuition adjustment. Cancellation may also result from a gross overstatement or understatement of income or expenses in an attempt to solicit a greater award amount. Failure to report any major changes in income or elimination of substantial expenses in a timely manner to the Finance Coordinator (such as gaining employment after receiving a variance in tuition, paying off or eliminating a car or student loan, etc) that would affect your ability to pay tuition may result in ineligibility to qualify for aid in the future.