

Distance Education Policies & Procedures



Distance Learning Policy and Procedures

Welcome

Welcome to Liahona Distance Education! We are happy that you have chosen to join the Liahona family, which includes hundreds of Liahona students nationwide and internationally who are enrolled at the Academy or in the Distance Education program. Knowledge of and agreement with the following basic Liahona policies, by both parents/guardians and students, is essential to a successful experience.

Please read the following policies and procedures carefully together with your student(s), as you will all be bound by them upon completion of the registration process.

Mission Statement

The mission of Liahona Preparatory Academy is to assist parents in educating their children in the fundamentals of the arts, letters and sciences while integrating the truths of the restored gospel of Jesus Christ. We strive to provide a challenging academic education by infusing secular knowledge with LDS doctrine and values in order that students might understand **all** knowledge in the context of the eternal. We call this "Restoration Education".

Belief Statement

We believe that "true education does not consist merely in the acquiring of a few facts of science, history, literature, or art, but in the development of character...true education develops reason and inculcates faith in the living God as the eternal, loving Father of all" (David O McKay, Gospel Ideals, p. 441).

We believe that by infusing secular education with LDS doctrine and values, a student's unique talents, gifts and learning styles are supported and strengthened and academic subjects become relevant to their duty to God and to their fellow man.

We believe that as parents, teachers, and administrators work in cooperation with one another in a safe environment, students have a greater opportunity to learn, grow, and excel.

General Information and Policies

Non-Discrimination Notice: Liahona Preparatory Academy Distance Education Program accepts students grades 1-12 regardless of race, religion, color, creed, national origin, sex, physical or mental disability.

Students must agree to abide by the policies of Liahona as outlined in this Policies and Procedures manual.

Students are not allowed to begin classes until all enrollment forms have been submitted and approved by our office.

Following acceptance of your registration, you will be emailed information on how to access online classes thru Telenect, booklists, etc.

PUBLIC SCHOOL RELEASE

Most states have legal requirements you must meet in order to homeschool. Since requirements differ by state, you will need to visit with your local school or district office to find out their policy. Some states are extremely strict. For example, Florida and California require that a credentialed teacher oversee your homeschool program. Other states offer homeschoolers a lot of leeway (i.e. Utah and Idaho simply require a release form). A few states will allow graduating homeschool students to receive an accredited diploma from the local school district, but the requirements are very specific, must be prepared for in advance, and followed with exactness. It is your responsibility to learn and adhere to the homeschool policies of your state and school district.

If you encounter resistance to your plans from your local school or district, understand that the school district loses federal money when a student is withdrawn from public school. There are usually solutions to any concern they may raise. Please contact us for help if you encounter any problems.

If you feel your local school or district is acting unfairly or in a discriminatory manner, please contact the Home School Legal Defense Association, which provides helpful information for homeschool families. For more information go to, www.hslda.org.

COMMUNICATION

Communication between Liahona administration, teachers, students, and parents is primarily by email and items posted on our website or social media. It is mandatory that we have a parent email address and that you have access to a computer. Please update us immediately with any changes to your mailing address, phone number(s) and email addresses. We cannot emphasize enough how important it is for you to receive our emails. Upon receipt of your application, you should have received a welcome email from us. If you did not receive this email, check your junk folder and if the email is there, unmark it as junk mail and add us to your contacts. If you are having trouble receiving our emails, please contact the office for assistance.

Please join us on Facebook, Twitter, Instagram, and Pinterest.

Student Information System or Learning Management System

Is a student services section on our website, where you will find the following:

- **Latest News** - to keep you updated weekly on academy activities, current educational issues, and important information.
- **Daily Overview** - a daily synopsis of assignments, due dates, and information covered in class.
- **Grade Book** - where grades are posted for each assignment or test.

Please become very familiar with the SMS or LMS, as it is where you'll be spending a lot of your time and attention in order to know what's going on with your schoolwork and be able to communicate any issues with your teachers. Many of the questions you may have can be answered by checking here first.

WHEN WE START AND END

We usually begin filming classes for each school year during the last week of August. The schedule of live classes will be emailed in advance. Recorded classes are uploaded to Telenect. Instructions on

how to access live and recorded classes will be emailed to you. Please check the school calendar on the website for exact beginning, ending, and holiday dates each year.

Each week will be in successive order for 32 weeks, minus holiday breaks, and are numbered accordingly, such as Week 1 Day 3 or Week 25 Day 2. We do not film for Labor Day, one week at Thanksgiving, two weeks at Christmas, one week for Disney break which includes Presidents' Day, and one week in March for spring break. Holiday weeks or days are not numbered. If we ended on Week 15 right before Christmas, we pick up on Week 16 when we return. Schedule changes are announced on the home page of the website.

The weeks are divided into two semesters. Day one of each class provides an online syllabus. The online classes for the current year may be accessed from the time they are posted until June 15th of each school year, at which time server space requirements necessitate their removal. The final week (Week 33), you will receive a non-filmed practice ACT test.

If you are joining Liahona after the current year has begun, please watch Week 1 Day 1 of each class you are registered for as your online syllabus. Once that is completed, you may do any of the following:

- Start on the current week
- Start back at the beginning of the nearest semester
- Start back at the beginning of the year

If you choose options 2 or 3, any tuition due prior to the current week must be paid in full. Monthly payments may be made thereafter.

Regardless of when a student joins, the first semester must be finished by January 15. The second semester must be finished by June 15th. These deadlines include the proctored tests. Short extensions may be granted per situation for students who started after the start of each semester. Since each class is a maximum of 45 minutes per day, four days per week, anyone joining later in the year can double or triple classes in order to finish by June 15th.

LIAHONA CLASSES

Liahona Distance Education classes are the copyrighted property of Liahona Preparatory Academy. Copying, recording, or showing the classes for personal compensation or to others not enrolled is illegal without written permission from Liahona.

- Liahona's Distance Education program currently offers four core academic subjects: history, science, and language arts/grammar along with several math levels, mostly Saxon. These subjects are taught with a Latter-Day Saint gospel foundation.
- We have three different levels: Elementary (1st - 6th grades), Intermediate (7th and 8th grades), and High School (9th - 12th grades). Each level increases in difficulty and depth of subject. Liahona does not conduct placement testing; rather, parents decide the grade level in which their student would be most successful.
- Students are now able to achieve a high-school diploma completely through Liahona Distance Education.
- Liahona offers more classes through our Fast-Track program (<https://liahona.thinkific.com/>). These are full semester length courses that can be accomplished as quickly as the assigned

work is finished correctly. They usually will take 10-16 weeks but can be finished in as little as 4-6 weeks or take as long as a year. After one year, the student will lose access to the course. You do not need to be a registered student to take a Fast-Track course. These classes may assist in achieving a diploma, college acceptance, or for personal interest.

- 7-12 grade DE students may watch classes live and participate in the chat in real time Monday through Thursday, or they may watch the recorded classes at any convenient time. Watching and participating in live classes allows students to converse with each other and interact with teachers. You will only be able to access and view those classes for which you are registered. You may watch any class you are registered for as many times as necessary. You will be emailed instructions on how to access classes and their schedule. Elementary subjects are 20 - 35 minutes each for a daily total of approximately 90-120 minutes. Intermediate and high school courses are approximately 35-45 minutes each, daily.
- Classes are available for viewing from the last week of August until June 15th of each school year.
- Students may change the class level (i.e. moving from intermediate history level to senior history level) up to four weeks after enrollment. Any grades earned from the previous level will transfer with the student into the new level.
- Assignments are explained on camera by each teacher during the class and can also be found on SMS or LMS. Supplemental material, handouts, tests, and quizzes are also available to download on SMS or LMS.
- As with any technology, occasionally there are delivery issues. If a problem occurs, please check your email, the Latest News, or our Facebook page for an explanation. If you have not received an explanation, you may be the first to notice. Please call our office as soon as possible to report any problem. We appreciate your understanding, and we will always do our best to remedy any problem in a timely manner.

VISITING LIAHONA - ON CAMPUS

DE students are welcome to visit, local DE students are asked to limit visits to 2x per month. Please make sure you check in at the office. Class schedules are available as filmed vs. on campus classes will vary. Academy Dress code is required.

CURRICULUM

- Textbooks are selected by a Curriculum Review Committee comprised of teachers and administrators who have final approval.
- A books and materials list are available in the Booklist section on our website. Books are purchased from Liahona's online store, unless otherwise indicated.

Accredited vs. Non-Accredited Classes

There is no difference between accredited or non-accredited classes regarding the work assigned, subject matter taught, or grading criteria. The primary difference is that accredited students must turn in assignments and scores for grading and recording to the teacher, must complete all course work, and must complete and pass one proctored test each semester for credit. Non-accredited students are graded by their parents and do not need to submit work to Liahona. Please see below for more in-depth information.

ACCREDITATION

Liahona is accredited through Cognia. This national agency accredits all the public schools in Utah as well as Brigham Young University and is the largest national accrediting agency. If you are an accredited student, this assures that your earned credits will transfer to other schools and institutions. It also enables Liahona to offer a high school diploma recognized by the State of Utah, no matter what state you live in. There are other less expensive accrediting agencies, but Cognia is the most widely accepted by colleges and universities, and we felt that is an important option for our students.

Only 9th through 12th grade students who desire a Utah diploma need to be accredited. Distance Education accredited students need to talk with our accreditation counselor yearly to ensure they are on-track for graduation, with the correct number of courses and credits in the required areas, for a diploma. To satisfy Liahona and state graduation requirements, students must have 24 credits (vs. 28 credits in public school) in specific subjects.

- 4 credits in Language Arts
- 4 credits in Math (Pre-Algebra and higher)
- 4 credits in Science
- 4 credits in History
- 2 credits in Physical and Health Education
- 1.5 credits in Fine Arts
- 1 credit in Career and Technology Education
- .5 credit in Computer Technology
- .5 credit for Financial Literacy
- 2.5 credits for electives

If they take a full year of four core classes from Liahona, they will earn four credits per year. These alone will not be enough credits to meet the State of Utah diploma requirements. Accredited students who are working toward a State of Utah diploma may take the remaining classes through Liahona's Fast Track program. They may also submit Off-Campus Elective Request forms. See below for an in-depth explanation of how off-campus electives work. Upon approval from administration, these credits will be added to your transcript.

Grades will be assigned, and students will receive a yearly grade report with credits. Except for proctored tests and those assignments designated by a teacher, students should grade and upload scores for all assignments, quizzes, and tests to their own grade book. Instructions will be emailed on how to do this. Please keep a back-up copy for your records in case of a technology mishap.

Those on the accredited track MUST have their final homework assignments and makeup work turned in by January 15th for first semester and June 15th for second semester of each school year.

All accredited grades earned are posted on an official grade report and become part of the student's educational record. It is illegal for us to change or remove any final grade from Liahona or to change a grade on a transcript sent us by another institution.

If an accredited student is short on credits needed for graduation, please visit with our accreditation counselor, as there are various avenues available to make up credits.

Parents of accredited students must notify our registrar of any previous schools attended so that we can request transcripts and combine credits. Liahona will accept credits from all accredited institutions. Liahona will track credits unless notified by parents that another institution will be doing so. Liahona will provide grade reports or full transcripts to other educational institutions upon written request and if tuition is current. **No grades or transcripts will be released from Liahona if tuition is not current.**

CREDIT TRANSFERS

Liahona will accept transferred credit from accredited institutions free of charge. This includes transcripts from public school, private school, or other accredited institutions such as BYU Independent Study.

OFF CAMPUS EXTRA-CURRICULAR CLASS CREDIT

Liahona may also grant credit for classes taken off-campus. In order to receive credit, the class must meet the following guidelines:

- 45 hours of classes/work for 0.25 credit, 90 hours for 0.5 credit and 180 hours for 1 full credit of off-campus extra-curricular classes, such as horseback riding lessons, dance lessons, a creative writing workshop, etc.
- The teacher MUST be someone other than a parent, must be an expert in the area of study, and must attest to and verify the student completed the required number of hours and work and assign a grade.
- A proctored test, time/activity log, portfolio, video, project, or other documented evidence must be submitted upon class completion. Liahona reserves the right to call off-campus elective teachers and discuss the curriculum or student participation.
- All the correct forms must be submitted and approved before classes begin.
- Classes similar to or the same as classes offered by Liahona will not be considered for an off-campus elective. Please see the off-campus form for further details.
- The fee is \$75 for up to each .5 credit.

FAST-TRACK COURSES

Liahona Preparatory Academy offers a variety of online Fast-Track courses that can be taken for credit any time of the year. This is a great opportunity for students to get caught up on credits needed for graduation, get ahead on credits, or just take a class that interests them.

These courses help fulfill a variety of requirements for graduation including Computer Tech, CTE, Fine Art, Fitness for Life, Financial Literacy, Health, and Geography.

You do not have to be accredited to take any of these courses. You also do not have to be currently registered as a Liahona student to take a course.

The fee is \$195 for .5 credit.

PROCTOR POLICY / TESTS

If you are an accredited student, one designated test each semester MUST be proctored. Proctored tests must be returned to Liahona by the due date. Due to Cognia requirements, if the student does not take or pass the proctored test, they will receive a failing grade in that class, which will be permanently on their student record.

Designated tests must be proctored by a certified individual who agrees to supervise the examination for the student and Liahona. A proctor has the responsibility to facilitate fairness and integrity during testing situations. The following ARE eligible to be proctors: guidance counselor/counseling staff, certified teacher, school principal or vice principal, librarian, superintendent or other administrator, principal or faculty of an LDS seminary or institute, embassy education officer, military base/station education officer, or local college or certified testing center staff or administration. The following ARE NOT eligible to be proctors: relative or friend, employer, personal tutor, ecclesiastical leader if related, athletic coach, assistant coach, athletic administrator, athletic academic counselor, or anyone with vested interest in the student's eligibility to compete in extra-curricular activities (i.e., sports, choir, theater, etc.).

Students must first receive permission from a possible proctor before designating him or her as their proctor. The proctor must complete a Liahona proctor certification form and submit it to our office.

The exams are sent directly to the proctor and must remain sealed until the student is ready to take the exam. Once the student has completed the exam, the proctor will mail back all exam materials, including exam questions and the signed cover sheet to Liahona. Proctored tests must be returned by the due date. No exceptions.

Should a student need to retake a proctored test, the whole procedure must be started over, as in a new test is emailed to the proctor, etc. Students will only be allowed to retake a proctored test once.

NON-ACCREDITED

If enrolled in the non-accredited track, a student is considered a homeschool student. In keeping with our homeschool philosophy that parents should oversee their student's education, any assignment or test made by Liahona is completed at the parent's discretion. Parents may adjust an assignment to be more challenging, less challenging, or unnecessary. For possible school district oversight and to track student progress, we suggest that you keep assignments, tests, scores, etc. in an educational portfolio.

Parents or students correct and grade the student's work according to the criteria given by the teacher in class and on SMS. Non-accredited students are welcome to submit grades to The Scoop. All submitted scores, whether from accredited or non-accredited students, will appear in their grade book portion of The Scoop.

Occasionally, a teacher may make a system-wide call for scores to be sent in, just to assess student progress. All submitted scores, whether from accredited or non-accredited students, will appear in the student's grade book portion of SMS.

A yearly Grade Report Request form will be made available online each May. Parents who would like a non-accredited grade report may fill out this form with their student's grades and send it to Liahona. We will generate a non-accredited grade report, which should be kept in your educational portfolio.

CLASS CHANGE / DROP POLICY

A class may be changed from accredited to non-accredited at any time, but due to Cognia's reporting procedures, no tuition refunds will be given for the time spent in accredited courses.

A class may be changed from non-accredited to accredited if it is within the current semester and the student can still take the proctored test. Accredited fees will be pro-rated and added to monthly tuition.

A student must drop an accredited class within 2 weeks of the start date. If the student drops the class after that the transcript will show a "W".

GRADING / GRADE REPORTS / TRANSCRIPTS

Tuition must be current before any grade report, transcript, or certificate will be sent. Accredited Grade Reports are automatically generated by Liahona after the June 15th deadline and sent by July 15th. If you would like your student to receive a Non-Accredited Grade Report and/or Certificate of Completion for the year, fill out the Grade Request form and mail it into the office.

Liahona's Rubric

GRADE	GRADE POINT AVERAGE	PERCENTAGE
A	4.0	92-100
A-	3.67	90-91
B+	3.33	88-89
B	3.00	84-87
B-	2.67	80-83
C+	2.33	77-79
C	2.00	74-76
C-	1.67	70-73
D	1.00	60-69
F	0.00	0-59

Grades are posted on SMS or LMS system in the Assignments/Grades section for parents and students to access. Final Semester grades, as shown on The Scoop, may be adjusted at the teacher's discretion to account for student participation and citizenship.

TRANSCRIPTS

A cumulative transcript for accredited graduating seniors is available upon written request and will be sent to the college or university of your choice. Tuition must be current before a transcript will be sent.

CERTIFICATES OF COMPLETION

A yearly Certificate of Completion is available upon written request at the end of each year to accredited and non-accredited students who have successfully completed the year's studies. To qualify for a Certificate of Completion, a student must have been enrolled for 80% of the year and received at least a C average.

TESTING AND HOMEWORK

Homework is never assigned for the sake of busy work nor to compensate for a lack of teaching. Homework is assigned only to assess if concepts have been understood and integrated into a

student's learning. Liahona assigns a minimal amount of homework; therefore, each assignment contributes greater weight to a student's grade.

- Liahona believes notetaking is an important study skill. Students who take daily notes on their classes will score higher on their assignments and tests. Students will also do better in college if they have learned good note-taking skills. Since classes are available continually from week one to week 32, students can review a class at any time to practice taking notes. Especially at the beginning of the year, teachers remind students of important, note-worthy points. We encourage your student to keep a daily note journal for each subject. Over the years, we have received many requests for copies of notes from past lectures. We would love to be able to answer these requests, but our attention must be spent on our current students. So, for possible eventualities, keep your notes.
- Preceding most of our tests is a review. Each teacher has their own style of review. It can be a helpful tool to prepare students for what to study for the test. But students should not rely solely on the review to prepare for the test. It is most important to follow the teacher's instruction for test preparation.
- Some of our teachers prefer open note tests. Again, a good reason to keep good notes. If you have never taken a test before, be patient. You will quickly get the hang of it.
- As in any education format, there are opportunities when a student could choose to cheat. We would hope that as members of a church that honors honesty and integrity this will not be an issue with Liahona students. In the case that a student is discovered cheating on an assignment, an automatic F will be given on that assignment with no ability to make it up. If this happens on a proctored exam, this also means the student will fail the class. If a student is discovered cheating a second time, they will be expelled from the program.

ACCREDITED HOMEWORK

- Assignments are to be completed according to the teacher's instruction and submitted to your grade book.
- Assignments are to be completed by the teacher's due date, which is given by week and day, as in due by Week 27 Day 4. Teachers have the option to review, on a case-by-case basis, any homework submitted after the deadline. Points awarded for late work are completely at the discretion of the teacher.
- Proctored work must be submitted according to the proctoring policy, as stated above.
- Students and teachers post grades in the Gradebook on SMS or LMS system.
- Please keep a back-up copy of any work submitted.
- All year-end assignments must be turned in no later than June 15th of each school year.

NON-ACCREDITED HOMEWORK

- Parents and/or students should review the assignment, grading criteria, and grade accordingly. Such information can be found in the online class or the SMS or LMS system.
- Parents who choose to keep records/scores may, if desired, combine them into a parent-assigned grade for the course on a yearly non-accredited grade report.

- Please keep a backup copy of any work submitted.
- Since homeschool parents are not regulated by the accreditation boundaries, they have the freedom to adjust assignments and grading criteria to best suit their student.

GRADUATION OPTIONS

There are three options your student can work toward receiving as recognition of their work and attendance at Liahona Academy. **All tuition and fees must be current in order to receive any one of these.**

- **Certificates of Completion** are awarded to deserving accredited or non-accredited 12th grade students who, for whatever reason, do not meet the Certificate of Graduation or Utah High School Diploma requirements.
- **Certificates of Graduation** are awarded to deserving non-accredited 12th grade students who have successfully completed the equivalent of at least 8 credits at Liahona and to accredited students with less than the required 24 credits needed for a diploma.
- **Utah High School Diploma** is awarded to accredited students who have successfully completed 24 credits in the appropriate categories. Graduation services are a greatly anticipated event at Liahona, and we hope you will join us when your student is ready to graduate. Please note some branches of the military and some police academies will only accept candidates with diplomas.

SERVICE TRIPS / SUPER TRIPS / PROM

Service Trips are a great opportunity for Liahona students and families. Learning should motivate us to do some greater good in the world, and these trips provide remarkable experiences to turn learning into action. Past projects have included travel to the Mexico Yucatan area of Cancun and some Navajo Reservations. We have worked at orphanages fixing water tanks and plumbing, re-roofing, cleaning wells and outdoor water systems, rebuilding schoolhouses and teacher homes, providing medical and dental care, donations of school supplies and clothing/shoes to children and families in need.

Super Trips give us the chance to study an area rich in history, such as Boston, Washington D.C., Philadelphia, and Gettysburg for American History; Service trips to the Philippines, New York City and its rich theatre heritage or England and Scotland to study the threads of freedom incorporated into the American Constitution, such as the Magna Carta, John Knox, and more.

Trip costs include transportation, entrances, and accommodations. Participants are responsible for flights, food, and souvenirs. Costs vary.

Anyone in the immediate or extended family of an enrolled Liahona student or graduate, in good standing, is welcome to attend. **Tuition must be current.** Due to the nature of these trips, we ask that those under age 11, as well as those with health issues, participate only with an accompanying parent or chaperone. Unfortunately, we cannot accommodate young children. We reserve the right to refuse eligibility based upon a student's past Liahona history.

These trips provide a chance for Distance Education students and Academy students to interact and develop friendships and are traditionally held in June.

YOUTH CONFERENCE

Youth Conference is similar to EFY. Held the week following October General Conference, DE and Academy students enjoy well known LDS youth speakers, great entertainers, and fun activities. We stay in cabins at Aspen Grove, BYU's alumni camp. Youth Conference is only for registered Liahona student's 5th grade and up who are in good standing. Students No visitors are allowed. The dance, for those age 14 and up, is only for Youth Conference attendees or Liahona graduates. Parents may register and attend as a participant, but chaperones are pre-selected, and must submit to a background check.

Youth Conference fills up quickly and is considered one of the favorite opportunities at Liahona. Because it is an extra cost, Youth Conference is optional and students not attending enjoy a week out of school.

PROM

Prom is always held the Thursday before April General Conference. So, if you are coming out for conference, come a little early and join us for a special evening. Prom is only for currently enrolled students 14 years of age and up. Dress standards apply and invitations are sent in advance. Liahona Prom is unlike any other school prom. Dates are optional, and we encourage everyone to come and enjoy a formal dance party.

Tuition and Fees

TUITION

Tuition must be current before a student may attend Youth Conference, Service/Super Trips, receive Grade Reports/Transcripts or Certificates/Diplomas.

Tuition is an annual amount, payable in full, by semester or monthly payments (August 25th thru April 25th). Tuition for each month is **due by the 25th of the previous month** (*i.e. September tuition is due by August 25th*) and must be set up as an automatic electronic payment - either from your checking account or credit/debit card **(there will be a 3% fee assessed of the total charge for all credit cards.)**.

Tuition costs are based on a nine-month program but can be divided into monthly payments.

You may join at any time or drop at any time with written notice. Drop fees will be assessed.

Distance Education Elementary Tuition

- First Student is \$130/month over 9 months.
- Each additional student is \$80/month over 9 months.
- Students enrolled in Intermediate 5 (6/5) math, Course 1 (7/6) math or Course 2 (8/7) math pay an additional \$25/month over 9 months.
- Grade Supervised-additional \$30/month over 9 months.

Distance Education 9-12 Tuition

- Non-Accredited 7th - 12th grade tuition is \$540 per course annually or \$60 per month over 9 months.
- Accredited 7th - 12th grade tuition is \$720 per course annually or \$80 per month over 9 months.

LATE TUITION POLICY

- If your account is 30 days or more behind, your student will not be allowed to access classes.
- Non-payment of tuition is grounds for dismissal.
- If you find yourself in an extenuating circumstance, please contact our Finance Office to make arrangements.

FEES AND CHARGES:

- Non-Refundable: \$50 Registration Fee per student
- A yearly Books and Materials list is available on the website by August 1. Textbooks are purchased from Liahona, unless otherwise indicated.
- Allow plenty of time for book orders to be delivered before classes begin.
- You will need to provide the traditional supplies of pencils, pens, paper, scriptures, and textbooks. Occasionally, the elementary, science, or English teachers will request an item that can be easily obtained elsewhere, for DE students to participate with the class.
- Variable: Books, Off-Campus Electives, Graduation, Yearbook, Service/Super Trips, Youth Conference
- \$30.00 Returned Check Fee or Denied Charge Fee

WITHDRAWING

- You have 10 business days from the time of application submission to send a written withdrawal without tuition penalty.
- The front office must receive written notice to withdraw or make any changes to the account. A phone call is not sufficient.
- If you withdraw after 10 business days, a one-month tuition charge will be assessed.
- If your student is expelled, no tuition or fees will be refunded.
- The registration fee is non-refundable.

REFUNDS

- Registration and book fees are non-refundable.
- No refunds will be given if a student is placed on probation, suspended, or expelled.
- If Liahona does not accept your student, registration fees will be refunded.

CONCLUSION

Liahona is a wonderful place to be educated, edified, and empowered. We hope you and your student feel comfortable with the above policies and are ready to embrace a Restoration Education.

Thank you!

— **Liahona Administration**