



LiSA Learning Center Admissions Process



Step 1: Schedule a tour of the LiSA Learning Center campus of your choice.

Lower Elementary:	Grades TK – 2
Upper Elementary:	Grades 3-5
Middle School	Grades 6-9

Step 2: Complete and return the Application for Admissions including the non-refundable \$15 Application Fee and \$5 Testing Fee.

Step 3: Complete and return the **Confidential Records Request form**, included in the Application Packet. Previous year's report card is required of all applicants for grades 1-12 and for Kindergartners who attended a Pre K program.

Send one (1) **Teacher Recommendation** forms to applicant's previous school for completion and return to LiSA Learning Center by email to info@learningindividualstudies.org A student's application will be considered complete when it contains the following documents:

WAIVED
DUE TO
COVID-19

- Copies of the results of all standardized testing
- Current year's report card
- One current Teacher Recommendation forms
- Disciplinary records from their previous school

Step 4: A parent/student interview and testing date will be scheduled. Students are encouraged to set a date to "shadow" a LiSA student which provides an opportunity for them to experience a day at LiSA.

WAIVED
DUE TO
COVID-19

Step 5: When a student's application file is complete it will be reviewed by the Admissions Board for acceptance. Parents are notified of an applicant's acceptance within 1 week.

Step 6: Registration forms are completed and submitted with payment of the non-refundable Registration Fee.

Early application fee:	\$15 (must be paid in full prior to August 10)
Late application fee:	\$25 (if paid after August 11)

A student's registration packet will be considered complete when it contains the following documents:

- **Tuition Agreement**, (completed in full with parent signatures)
- **Medical Form**
- **Parent Involvement Contract - N/A for fall 2020**
- Copy of student's birth certificate
- Proof of Residency - **N/A for fall 2020**

Step 7: Enrichment payments must be paid in order to secure your child's position within our student body.

Late registrants (after August 17): Enrichment fees are due before the student may attend classes if child is not attending the Learning Center as a "Pod Learner" or within 30 days of acceptance to LiSA, whichever occurs first.

Admissions Criteria:

LiSA Learning Center seeks to enroll students with potential who are of good moral character. Students are admitted on the basis of access, academic testing, school records, teacher recommendations, and an interview. First preference is given to returning students. Currently enrolled students who do not enroll by August 10th are not guaranteed acceptance for the upcoming school or quarter session at the center. Preference is given to applicants whose siblings attend LiSA Learning Center and satisfy the above criteria. Remaining spaces will be filled during open enrollment. All candidates are carefully considered. No student has the right to re-enrollment. All applications for re-enrollment are approved at the sole discretion of the school's Admissions Board. We strive to make a fair decision based on the services that our school and learning center can provide for each child, as well as what the student can contribute to the community.

LiSA Learning Center admits students without regard to sex, race, color, national or ethnic origin. We set high goals for our students, and we expect them to work hard and strive to reach their potential with the support of their parents/guardians.

All students will be admitted to the grade level according to state stipulations, unless they are home-schoolers and parents request otherwise. Kindergarten students must be already enrolled in public school if they are NOT attending Learning Individual Studies Academy's private school. We are not a preschool. Children under five will not be considered for admission, but will be placed on the waiting list provided the application fee is paid.

Learning Individual Studies Academy

Student Application Fall 2020

Student's Legal Name: _____ Preferred Name: _____

Social Security Number: _____ Date of Birth: _____

Student's Home Address: _____

City _____ State _____ Zip _____ County _____

Home Phone: _____ Student Cell Phone: _____

Student E-mail Address: _____

Do you have any siblings at LiSA? Yes No Name(s): _____

Student lives with: Both Parents Father Mother Other

If parents are separated or divorced, is the non-custodial parent to receive teacher/tutor correspondence?

Are there any restrictions on the non-custodial parent? _____ If yes, explain and include a copy of court papers: _____

Grade entering: _____ Sex: _____ Race: _____

Last School Attended: _____

School Address: _____

Is the student currently enrolled in the previous school? _____ If no, please explain: _____

Did the student fail any classes the previous years? _____ If yes, please explain: _____

If registering quarter, is the student failing any classes? _____ If yes, please explain: _____

If registering mid-quarter, can the student continue at the currently enrolled school at time of withdrawal?
_____. If no, please explain: _____

Has the student ever repeated or skipped a grade?_____ If yes, please explain:_____

Has the student ever been homeschooled?_____ If yes, what grades?_____

Does the student have any learning difficulties?_____ If yes, please explain:_____

Has the student ever been professionally tested for one of the following: ADD/ADHD, SLD, Hearing, Vision, Speech or any other?_____ If yes, discuss the results and include a copy of the report (please call if you don't have a physical copy and would like to discuss the results instead.)

Does the student attend PT or OT?_____ If yes, list therapist's name and contact information:_____

Has the student ever been suspended from school?_____ If yes, please explain:_____

Has the student ever been expelled from school?_____ If yes, please explain:_____

Has the student had a behavioral problem?_____ If yes, please explain:_____

Does the student have access to appropriate research materials such as computer with Internet access?
_____ Yes _____ No

Does the student have a school issued device? _____ Yes _____ No

Father:

Full legal Name: _____

Occupation: _____ Place of Employment: _____

Address if different from student's: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Father's Email: _____

College attended: _____ Degree achieved: _____

Mother:

Full legal Name: _____

Occupation: _____ Place of Employment: _____

Address if different from student's: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Mother's Email: _____

College attended: _____ Degree achieved: _____

What is your family's religious affiliation, if any? _____

How did you hear about the LiSA Learning Center? _____

Name of the person(s) responsible for the student's tuition: _____

Relationship to student: _____

Emergency Contacts: Please list two people other than parents:

Name: _____ Relationship to student: _____

Home Phone: _____ Cell Phone: _____

Name: _____ Relationship to student: _____

Home Phone: _____ Cell Phone: _____



LiSA Learning Center



1223 S. Corning St., Los Angeles, CA 90035

Phone: 424-204-9839

info@learningindividualstudies.org

FALL 2020 TUITION FEE SCHEDULE

New Student Application Fee		\$ 15.00	All fees are non-refundable.	
New Student Testing Fee		\$ 5.00		
Annual Registration Fee		\$150.00	Registering after August 10, 2020	\$25.00
ANNUAL and DAILY FEES			The enrichment fees are included with full day students. If the application fee are not received by August 10, 2020, we reserve the right to remove the student from the class roster. All fees are non-refundable. As a 21st century facility, we ask students to bring their device. If your families does not have a device please call us. *Includes one enrichment class. Please call if you do not want your child to participate in an enrichment class for fee reduction.	
Kindergarten at Learning Individual Studies Academy Private School		\$10,700		
Learning Center K-9 Full Day 8am-3:00		\$75/day*		
Learning Center K-9 Half Day		\$35/day		

PRIVATE LEARNING PODS -All students come from same school/grade. Full Day: 8-3 | Half Day 8-11 or 12-3

UP TO NINE STUDENTS PER POD		
Full Day with LiSA teacher	\$1,000/wk	
Full DAY with own tutor	\$600/wk	
Half Day with LiSA teacher	\$500/wk	

**Supplemental educational services deemed necessary for academic success may incur an additional fee & many are at no cost to families.*

Student Name	Grade Level	Tuition Amount	Discounts
		Total Tuition	

PAYMENT PLAN OPTIONS

		Initial option/date
Payment plan 1	Payment in full by August 1, 2020	
Payment plan 2	2 mo. payments by ACH debit/credit or check beginning Aug. 10	
Payment Plan 3	Weekly payments by ACH debit/credit/check beginning Aug. 10	

My tuition for the Fall 2020 school year is _____. I understand this is a two month commitment. I have chosen payment plan # _____. Parent Signature _____ Date _____

ADDITIONAL FEES

Yearbook	\$ 40.00 (if offered)
Late Payment fee	\$ 40.00 per day
School Lunches	\$ 5.50 per meal, per student (if offered)
Transportation Fee	\$270.00 per month (if offered)

LISA Learning Center FINANCIAL CONTRACT Fall 2020

Date: _____

Name of Parent(s): Parties Financially Responsible for Student

Last: _____ First: _____ M.I.: _____

Last: _____ First: _____ M.I.: _____

Billing Address: _____ City, ST, Zip: _____

Home Phone: _____ E-mail: _____

Please read the following thoroughly.

SCHOOL TUITION:

LISA Learning Center strives to keep our tuition rates low. The school does not receive governmental assistance and is not subsidized by outside organizations. Prompt payment of tuition is vital and essential to the ongoing operation of LISA Learning Center. All financial transactions are to be handled directly with the director.

I agree to pay \$ _____ each _____ via (circle one) cash, check, online payment.

CENTER CLOSURES:

Due to COVID-19 we will close due to the flu season of October 15, 2020-February 15, 2021. We will work diligently to ensure that your teacher/tutor will come to your home or keep in contact virtually. The cost will determine the level of involvement you and your family want to continue during this time.

ADDITIONAL FEES:

Additional fees may be charged for field trips, sports, athletic items, uniforms, and classroom materials. These fees could be charged on your monthly statement, or you can pay when the activity occurs. LiSA will discuss any additional charges with you BEFORE any charges appear on your statements(s).

ACTION ON LATE ACCOUNT:

It is imperative that you contact the business office if a tuition payment cannot be made on time. By the end of each month, if you are more than two weeks behind in tuition payments the student will no longer be permitted to attend class at LiSA until the account is brought up to date. If a student is withdrawn from LiSA with an outstanding debt to the school or center, the student's items will not be released until all debts are paid in full.

LiSA Learning Center

ADMISSIONS AGREEMENT

LiSA Learning Center is center providing academic support during COVID-19. Students and parents are also expected to conduct themselves in a gracious manner, both within the center and at outside center functions.

The following is a list of terms and conditions of Admission to our school/center.

Tuition Terms and Agreements

- The application fee of \$15 is non-refundable.
- The parents or guardian are responsible for the total amount of tuition.
- Parents or guardians are responsible for making punctual tuition payments.
- A late fee of \$40.00 will be added to payments not received in the office by the 5th of each month.
- If an account becomes 2 weeks overdue, the student will be suspended from all LiSA Learning Center and activities until the account becomes current.
- Cash, check or credit card payments are accepted.

Parent/Guardian and Student Conduct Policy

- All parents/guardians and students will comply with the rules and regulations set forth in the LiSA Learning Center Handbook.
- Students and parents/guardians will be respectful of the teachers, tutors, and administration.
- LiSA Learning Center reserves the right to expel any student whose parent/guardian fail to cooperate with the administration.
- LiSA Learning Center has a no tolerance policy for student mis-conduct.
- Students that continue to violate the conduct policies or fail to meet academic expectations of LiSA Learning Center may be dismissed at the discretion of the administration.

Attendance Policy

- Attendance to scheduled classes is mandatory
- Parents or guardians must contact the office if the student is going to be absent for any reason.
- The student will be responsible for contacting all of his/her teachers in order to obtain the homework assignments for the days missed and let the tutor know of their response.
- Parents MUST cc info@learningindividualstudies.org on any correspondence regarding tutoring.

Campus Arrival/Departure and Student Drivers Policy

- Parents or guardians will pick up students on time.
- Student will have separate entrances:
 - Lower Elementary - North Gate
 - Upper Elementary - Front Door.
 - Middle/HS - South Gate

Attorney’s Fees

- Whenever any sums due hereunder are collected by law, or by and through any attorney at law, the prevailing party shall be entitled to recover reasonable attorney’s fees, plus costs and expenses of collection.
- In addition, if LiSA Learning Center pursues an action at law or in equity, including an action for declaratory relief, LiSA Learning Center will be entitled to recover reasonable attorney’s fees in addition to any other relief to which it may be entitled.
- The court may set the attorney’s fees in the same action or in a separate action brought for that purpose.

Media Release

- Parents/guardians and students hereby grant LiSA Learning Center the right to photograph, videotape, or otherwise digitally collect student’s likeness, voice, and sounds (as “Works”) during the student’s presence at LiSA Learning Center and LiSA Learning Center sponsored events and assign and grant all rights in these Works to LiSA Learning Center.
- This gives LiSA Learning Center the right to use or sub-license the Works and student names, likenesses and biographies, in LiSA Learning Center's discretion, in all media, for the promotion of LiSA Learning Center and its mission and program.
- LiSA Learning Center events are semi-public events that may be attended by members of the press, business corporations, and media (“commercial guests”) not under the control of LiSA Learning Center who might photograph or videotape the event.
- LiSA Learning Center asks all commercial guests to comply with the LiSA Learning Center policy of not printing a minor’s name with his/her picture, and LiSA Learning Center asks them not to use images of the participants or attendees for the commercial purposes without obtaining specific written permission from the person or a minor’s parent or guardian.

This agreement will be governed by and construed in accordance with the laws of the State of California I have read the Admissions Agreement and agree to abide by the above-stated terms and conditions.

Signature of Parent: _____ Date: _____

Print Name: _____ Relationship to Student: _____

Signature of Parent: _____ Date: _____

Print Name: _____ Relationship to Student: _____

For Middle and High School students only:

I understand and agree to abide by the above-stated terms and conditions, as well as all policies, requirements and rules set forth.

Signature of Student(s): _____ Date: _____

Print Name: _____