



Newman Catholic Schools **New Student Referral Rewards Program**

Attracting new students and families to NCS is one way to grow our great school system. Generally, once a student is enrolled in the system they will stay in the system. As a part of our Marketing and Enrollment management program, it is important for us to attract new students at all levels, including those who may have previously left the system, but are now considering coming back. To assist with attraction of new students, NCS has created a new student *Referral Rewards Program*. This program will provide a benefit to current families/others who refer students into the system, as well as a benefit to the new families entering the system.

HIGHLIGHTS:

- A one-time **\$200** per student tuition reduction credit for current family referral* of new students.
- A one-time **\$100** per student Scrip voucher for past parent/other referral* of new students.
- A one-time **\$55** per student registration fees credit for newly enrolled referred families.

* Multiple referrals can be made by families or individuals

PROGRAM GUIDELINES:

- This program is for referral of **new students only** into the system from kindergarten through high school. It does **not** include referral of students for child care, preschool, or 4K programs.
- Current families referring students into the system are eligible for a tuition reduction credit amount of **\$200** per referred student. These credits will be applied against tuition at the end of the 2010-2011 school year. Application of the credit is subject to the referred family staying in the system for the entire year.
- Past parents or others referring students into the system are eligible for **\$100** per referred student Scrip voucher. Issuance of the voucher is subject to the referred family staying in the system for the entire year.
- As an additional bonus, NCS will credit **\$55/student** toward the paid registration fees of all students in the referred family at the end of the 2010-2011 school year. Application of the credit is subject to the referred family staying in the system for the entire year.
- All referral credits or vouchers will be verified and approved by the NCS President.
- Previously enrolled student eligibility for the *Referral Rewards Program* will only occur if the student has been out of the system for two or more years. (Example: a family left the system after their child completed 5th grade. The family/student would not be eligible for the *Referral Rewards Program* until that child was entering 8th grade).
- The initial family, past parent, or others who refer a student will be the only referring entity eligible for the referral credit or voucher.
- Employees of NCS are **not** eligible for the *Referral Rewards Program*.
- In any conflict or dispute regarding the *Referral Rewards Program*, the president's decision or of his/her designee will be considered final.
- These guidelines are subject to interpretation and change by NCS at any time.

HOW TO REFER A STUDENT:

Once you have identified a student and family for consideration:

1. Obtain their permission to submit their name for consideration.
2. Confirm with the family that they have not previously submitted their application for consideration.
3. Complete and sign the Family Referral Form** (NCS Website, NCS Central and School Offices)
4. Send the completed and signed form to the NCS Central Office.

**The Family Referral Form must be submitted before the family applies for entry into NCS. (Note: All new families entering the system will be asked to identify how or by whom they were referred.)



**NEWMAN CATHOLIC SCHOOLS
NEW STUDENT REFERRAL REWARDS PROGRAM**

REFERRAL FORM

New Referred Family/Student Information

Parent's Name: _____

Street Address: _____ City: _____

State: _____ Zip Code: _____ Phone Number: _____

Email address: _____

<u>Student Name</u>	<u>Grade Level</u>
_____	_____
_____	_____
_____	_____
_____	_____

NCS Referring Family/Individual Information

Name: _____

Street Address: _____ City: _____

State: _____ Zip Code: _____ Phone Number: _____

Email address: _____

(Office Use Only)

Referred family enrollment date: _____ Completed school year: Y N (circle one)

\$ _____ Tuition Reduction Credit for referral family Date credited: _____

\$ _____ Scrip Voucher for referral family/individual Date issued: _____

\$ _____ Registration Fee Credit for referred family Date credited: _____