



Newman Catholic Schools

New Student Enrollment Referral Rewards Program

Attracting new students and families to Newman Catholic Schools remains a priority. NCS parents, past and present, and friends of Newman are important “Newman Ambassadors.” Recommendations from our Newman Ambassadors to potential families are powerful. The **New Student Enrollment Referral Rewards Program** rewards Newman Ambassadors for their contribution to the enrollment of new NCS students.

	Reward Earnings Schedule		
Referral Rewards Program¹	New student entering Grades K-12	New Student entering 4K	New student entering Preschool
Currently enrolled NCS family (non-WPCP)	\$1000 Tuition Grant – applied to family’s tuition account 3 rd quarter of 2018-2019 year.	\$1000 Tuition Grant – applied to family’s tuition account 3 rd quarter of 2019-2020 year. Referred student must be attending NCS kindergarten during the same year.	\$1000 Tuition Grant – applied to family’s tuition account 3 rd quarter of 2020-2021 year. Referred student must be attending NCS kindergarten during the same year.
Currently enrolled NCS family (WPCP)	\$250 Non-tuition Fees Grant – applied to family’s tuition account 3 rd quarter of 2018-2019 year.	\$250 Non-tuition Fees Grant – applied to family’s tuition account 3 rd quarter of 2019-2020 year. Referred student must be attending NCS kindergarten during the same year.	\$250 Non-tuition Fees Grant – applied to family’s tuition account 3 rd quarter of 2020-2021 year. Referred student must be attending NCS kindergarten during the same year.
Friend of Newman Past parent, alumni or other friend of Newman	\$250 cash reward – issued 3 rd quarter of 2018-2019 year.	\$250 cash reward – issued 3 rd quarter of 2019-2020 year. Referred student must be attending NCS kindergarten during the same year.	\$250 cash reward - issued 3 rd quarter of 2020-2021 year. Referred student must be attending NCS kindergarten during the same year.

¹Tuition and fee credits are funded through a restricted scholarship bequest.

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PROGRAM RULES

1. All referral rewards will be administered by the NCS Controller with recourse to the president; the president's decision is final. NCS reserves the right to interpret and enforce the program rules. The program may change or be discontinued at any time without notice.
2. Admission process includes: a) all forms completed and b) enrollment accepted by school administrator.
3. **Ineligible programs or credits:** Referrals for any NCS childcare program or summer school are ineligible. Referral reward tuition or fee credits may not be applied to food service, childcare, or college credit course fees paid to other institutions.
4. "Currently enrolled NCS parents" defined as having a student enrolled in the current and upcoming school year.
5. All Tuition and Fees Grants have no cash value and will not be redeemed for cash.
6. All Tuition and Fees Grants are non-transferrable.
7. **Continuous enrollment requirement:** Tuition and Fees Grants are credited to a family account during the 3rd quarter of the school year (generally around March 1) with the assumption the referred student will be enrolled for the entire school year. The referral reward is not given when the referred student withdraws prior to March 1 of the designated school year. Exceptions to this rule may be made by the program administrator.
8. **Account balance requirement:** The referring family is required to make regular tuition payments prior to the reward credit.
9. **Multiple Referrals:** When a family enrolls with multiple students, NCS will apply one reward for each new student enrollment, not to exceed the referring family's tuition obligation for the year the reward is applied.
10. **NCS Past Parents or Friends of Newman Rewards:** This part of the program is not funded through a special scholarship; therefore, referral rewards are based on referring a family rather than referring individual students. A one-time **\$250** cash reward per each new NCS family enrolled is paid according to the reward schedule noted on the prior page and according to other program rules.
11. **Graduation or Withdrawal from NCS:** Referring families who no longer have an NCS student enrolled at the time of the scheduled reward will be reclassified as Past Parent. The reward will change since the family no longer is being billed for tuition.
12. **Previously enrolled student eligibility** for the *Referral Rewards Program* will only occur if the student has been out of the system for three or more semesters.
13. **Ineligibility:** Rewards will not be offered for younger sibling enrollment, other members of a referring family's household or current NCS Administrators.

HOW TO REFER A STUDENT:

1. **Identify a new student(s) for referral.**
2. **Complete the Application form – obtain required signature by the referred family.**
3. Return completed application to the NCS Central Office, Attn: Jay St. Clair, Controller, 619 Stark St., Wausau, WI 54403, jstclair@newmancatholicschools.com
4. Questions should be directed to the Controller.



Newman Catholic Schools
New Student Enrollment
Referral Rewards Program
Application

New Referred Family/Student Information

Parent's Name: _____
 Street Address: _____ City: _____
 State: _____ Zip Code: _____ Phone Number: _____
 Email: _____

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

New Parent Agreement:

I have received, read and understand the Referral Program Rules and agree to my participation in the program.

Signature: _____

NCS Referring Family or Friend of Newman Information

Name: _____
 Street Address: _____ City: _____
 State: _____ Zip Code: _____ Phone Number: _____
 Email: _____

Referring Parent Agreement

I have read and understand the Referral Program Rules and agree to my participation in the program.

Signature: _____ Date: _____

(NCS Office Use Only)

Referral Application rec'd date: _____

New Family	Enrollment rec'd date: _____
Referring Family	Enrollment rec'd date: _____
Scheduled payments	Reward issued to account: _____ for \$ _____
Scheduled payments	Reward issued to account: _____ for \$ _____
Scheduled payments	Reward issued to account: _____ for \$ _____
Past Parent/Friend	Check schedule: _____
	Issued? Y N Date: _____