

2017-2018 VALLEY CHRISTIAN SCHOOL

STUDENT REFERRAL / INCENTIVE PROGRAM RULES

The purpose of this program is to provide a discount to existing Valley Christian families and staff for promoting Valley Christian Schools and encouraging the application for Admission to VCS in their churches, Bible studies and workplaces.

Yes, we are looking for qualified NEW families, but we also care deeply about our current families and how VCS is perceived by the community. As we strive to “expand our tents”, please take prayerful consideration to represent Christ and VCS well as you share with potential new families.

- 1) The Program shall be open to ALL Valley Christian Schools Families (including Grandparents) and VCS employees.
- 2) It is the **REFERRING FAMILY’S responsibility** to be sure that the *Prospective Family* mentions this program and the *Referring Family’s name during their first contact with the school* (via phone or in person). To insure this occurs, you may choose to accompany and/or assist in making their first contact. **REFERRALS CAN NOT BE MADE RETROACTIVELY.**
- 3) It is the **REFERRING FAMILY’S responsibility** to be sure that the *Prospective Family* verifies the **REFERRING FAMILY’S name/phone number on the students(s) application form**. No exceptions will be made to this requirement.
- 4) It is the **REFERRING FAMILY’S responsibility** to submit a completed Student Referral Form to our main office c/o admissions. Forms are available in the main office, on VCS website or can be requested by email at admissions@valleychristian.org.
- 5) Referral tuition discount amounts:
 - Grades 1-12 (full-time/full-tuition) qualify for the full referral discount (\$600/student).
 - K referrals qualify for a \$300 total discount (per student).
 - Pre K qualifies for a \$150 total discount (per student).
- 6) This offer applies **ONLY** to **NEW** family applicants. Younger siblings of current or past VCS families do not qualify.
- 7) **VCS Families/employees will receive a tuition discount for each referred student that is accepted, enrolled, and enrollment continues in good standing.** Your discount will be applied evenly throughout the school year and prorated if the family withdraws or leaves school for any reason. No discounts will be applied before school begins.
- 8) Tuition discount can also be willed to any other school family, including the new one referred, or split between families. Indicate how you would like discount applied on the referral form.
- 9) There is no limit to the number of students that a VCS family may refer.
- 10) The regular enrollment criteria must be met (Application Process including Admin/Board Member Interview). **Final decision for student acceptance rests with the Head of School and School Board.**
- 11) Applications received after the start of school will be considered for a prorated referral incentive.

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Student Referral Form

This document MUST be completed by the Referring Family and submitted directly to the Main Office c/o Admissions.

Referring Family: _____

Last Name

First

Phone

Cell phone

email

How do you know this family? _____

What did you do to facilitate this referral? _____

By signing this document I am indicating that I have read and understand the Student Referral/Incentive Program Rules and will abide by them.

Referring Person's Signature _____

Date

How to Apply Discount: (check one)

Apply to my family account

Please split between _____

List Family's Name and amount or % of discount willed to each family

Please will this to: _____

List Family's Name

Prospective Family: _____

Last Name,

First

Phone

Cell phone

email

Address

City

ST

Zip

Prospective Students:

Last,

First

Grade (2017-2018)

Last,

First

Grade (2017-2018)

Last,

First

Grade (2017-2018)

Last,

First

Grade (2017-2018)