



# VALLEY CHRISTIAN SCHOOL

## STUDENT REFERRAL / INCENTIVE PROGRAM RULES

Here's how our referral program works...

1. You share your VCS experience with friends and family.
2. You complete a referral form with their information and yours.
3. If they enroll and mention your name, you receive a referral tuition discount.

### Rules

- 1) The Program shall be open to ALL Valley Christian Schools Families (including Grandparents) and VCS employees.
- 2) The **Referring Family** is a current VCS family and the **Prospective Family** must be a **NEW** family.
- 3) **REFERRING FAMILY'S responsibility:**
  - a) Be sure that the **Prospective Family** mentions this program and the **Referring Family's** name during their first contact with the school. Referrals cannot be made retroactively.
  - b) Be sure that the **Prospective Family** writes the **Referring Family's** name/phone number on the student(s) application form. No exceptions will be made to this requirement.
  - c) Submit a completed Student Referral Form to our main office c/o admissions. Forms are available in the main office, on the VCS website or can be requested by email at [admissions@valleychristian.org](mailto:admissions@valleychristian.org).
- 4) VCS families/employees will receive a tuition discount for each referred family that is accepted, enrolled, and enrollment continues in good standing for the year. Your discount will be applied evenly throughout the school year and prorated if the family withdraws or leaves during the year for any reason. No discounts will be applied before school begins.
- 5) **Referring Family** will receive ONE of the following discounts per new family that enrolls:
  - a) Grades 1-12 (full-time) qualify for a \$500 total discount.
  - b) Kindergarten ONLY referrals qualify for a \$250 total discount.
  - c) Pre-K ONLY referrals qualify for a \$200 total discount.
- 6) Tuition discount can also be willed to any other school family, including the new family referred, or split between families. Indicate how you would like the discount applied on the referral form.
- 7) There is no limit to the number of families that a VCS family may refer.
- 8) Applications received after the start of school will be considered for a prorated referral incentive.

**Thank you for your referral!**

Rev. 2.13.19



# STUDENT REFERRAL FORM

## VALLEY CHRISTIAN SCHOOL

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

**Referring Family:** \_\_\_\_\_

Last Name

First Name

Phone

email

How do you know the prospective family? \_\_\_\_\_

What did you do to facilitate this referral? \_\_\_\_\_

**How to Apply Your 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

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

**Prospective Family:** \_\_\_\_\_

Last Name

First Name

Phone

email

Address

City

State

Zip

**Prospective Students:**

\_\_\_\_\_  
Last Name First Name Grade this fall

\_\_\_\_\_  
Last Name First Name Grade this fall

\_\_\_\_\_  
Last Name First Name Grade this fall

\_\_\_\_\_  
Last Name First Name Grade this fall

**Thank you for your referral!**

Rev. 2.13.19