



# Christ Child Academy

Sheboygan, Wisconsin

## Student Referral Program

The purpose of the Student Referral Program is to reward current Christ Child Academy families for increasing and sustaining enrollment at Christ Child Academy.

A referral award will be paid to a current Christ Child Academy family who successfully recruits and/or refers a new student to Christ Child Academy within the guidelines listed below.

### Current Family Eligibility:

- The referring family must have a currently enrolled student at Christ Child Academy.
- The referred family may not have attended Christ Child Academy in the past.
- In order for the referring family to be eligible for the award, they must complete and submit the referral family certificate (attached) to the school office. Certificates will be accepted throughout the calendar year, including summer.
- The certificate is available in the school office or downloaded from the school website.
- Although the referral will be accepted throughout the year, the referring family must complete the certificate prior to the new family contacting Christ Child Academy.
- New families must clearly identify the family who referred them at their initial contact with the school.
- Once a family is referred to Christ Child Academy, a school representative will make contact with the referred family to invite them to an Open House, tour the school, offer an opportunity to shadow in class, or provide additional information about the school. The referring family should continue to promote Christ Child Academy and act as the prospective family's ambassador.

### Student Referral Program Policies:

- The Student Referral Program will remain in effect for the duration of the school year.
- The Student Referral Program referral award will be available while enrollment is below capacity. If enrollment reaches full capacity, the referral award program may be suspended.
- The Student Referral Program award amounts and policies will be reviewed by the Christ Child Academy Governance Board in conjunction with the pastor, school principal, and the parish finance committee on an annual basis.
- The Student Referral Program award amounts and policies may be modified or discontinued at any time.
- Final decisions regarding the approval of the financial awards will be made once the Student Referral Program Certificate is signed by the referring family, the referred family and a representative of Christ Child Academy Administration.

### Student Referral Program Awards:

- Student Referral Program Award will be rebated from the LAST tuition bill(s) of the year. The LAST bill(s) will be defined based on how families elect to pay tuition. If tuition is paid in full with one payment, the award will be rebated from the only bill they receive. If tuition is paid biannually, the award will be rebated from the 2nd bill. If tuition is paid monthly, the award will be rebated on the last bill or bills of the year.
- The award will be paid in the following amounts:

#### Current family referral award:

- \$100 tuition credit to the current Christ Child Academy family for each successfully referred student in 3K-8<sup>th</sup> grade.
- There is no limit on the number of referral awards a current Christ Child Academy family can receive.

#### Newly enrolled referred family awards:

- \$100 tuition credit award per new student to the referred family for each new 3K through 8th grade student enrolled.

*The purpose of these guidelines are to give a general outline of this new program. Please note that this is not an all-inclusive list. Further guidelines will be added as situations warrant.*