

CHRISTIAN HERITAGE ACADEMY

REFERRAL PROGRAM

The purpose of this program is to aid and foster growth of the student population of Christian Heritage Academy (CHA).

GENERAL GUIDELINES

Definitions

“Referral Incentive Program” is a non-cash referral program that awards Referral Credits to Referring Families pursuant to these Guidelines.

“Referral Form” must be completed by the family of a Referred Student to qualify a Referring Family for the Referral Incentive Program.

“Referring Family” is any current school family who is designated as such on a Referral Form by the family of a Referred Student. The referral form must be submitted along with the Referred Student’s enrollment application to CHA. For the Referring Family to qualify for the award, the Referred Student must subsequently be accepted and enrolled pursuant to these Guidelines.

“Referred Student” is any student who is referred to CHA by a current school family, is admitted to CHA through its regular admissions process, and enrolls at CHA pursuant to these Guidelines.

“Referral Credit” is the tuition credit amount that is awarded to a current CHA family for a successful referral of a new student to CHA pursuant to these Guidelines.

Referred Student

- Current and previous students of CHA or their siblings are not eligible for referral.
- There is no self-referral.
- The Referral Incentive Program applies to Preschool through Upper School student referrals.
- A Referred Student (and/or family) must apply and fulfill all existing admissions standards of CHA – NO EXCEPTIONS. There is no guarantee the Referred Student will qualify for admission and/or financial aid.
- It is the sole responsibility of the Referred Student (or his or her family) to complete and submit a referral form.
- More than one Referring Family may be designated on the referral form by the Referred Student (or his or her family), up to a maximum of five. The credit will be equally divided between families listed on the referral form.
- There will be NO CHANGES to the referral form once received by CHA’s Admissions staff. Example: The Brenans referred the Wilsons to CHA, which was indicated on their application, and a tuition credit was issued to the Brenans under the terms of the Referral Incentive Program. The Wilsons later advise CHA that the Martins also influenced them to apply to CHA. No Referral Credit will be awarded to the Martins because CHA was advised of this change AFTER the application process commenced.

Referring Family

- The Referring Family may choose to direct their Referral Credit in any combination of three ways:
 1. Credit toward their own tuition account.
 2. Credit towards another family's tuition (including the family of the Referred Student).
 3. Credit given back to the school.
- The Referring Family will receive a Referral Credit for each Referred Student, provided that once a Referring Family has been awarded Referral Credits in an amount equal to their total tuition in any given school year, all subsequent Referral Credits awarded will be applied to #2 or #3 as outlined above.
- The Referral Incentive Program is a non-cash program. Cash payment will not be made to the Referring Family or other recipient of a Referral Credit under any circumstances, including in those in which the Referring Family or other recipient of a Referral Credit may leave CHA for any reason (withdrawal, graduation, move, expulsion, etc.)
- Faculty and staff are eligible for Referral Credits as outlined in the CHA Employee Handbook.

Referral Credit

- Referral Credits are applied to the tuition statement of the referring family's choice in the first year only of a Referred Student's enrollment.
- The Referral Credit will be applied evenly, beginning in November of the current year, over the remaining months of family's current payment plan.
- School Fees (milk, athletics, etc.) are not included in the Referral Incentive Program and Referral Credits may not be applied against such fees.
- Referral Credits in the amount of \$2,000 per Referred Student will be awarded for full-time students in Kindergarten-Grade 12. Referral Credits of up to \$1,000 will be awarded for part-time kindergarten or preschool students, \$1,000 and \$500 respectively.
- Multiple credits are possible. For example, if one Referring Family refers four Referred Students, the Referral Credit award will be based upon each of those four students.
- In the event that a referral form submitted by a Referred Student (or his or her family) designates more than one Referring Family, the Referral Credit will be divided equally among the Referring Families on a percentage basis truncated to the nearest dollar. For example, if three Referring Families are designated, a \$2,100 Referral Credit will be split three ways with each Referring Family receiving a \$700 Referral Credit.

Referral Incentive Program

- CHA's President (or his or her designee) will make final decisions regarding the Referral Program eligibility and will have sole discretion to determine whether a Referral Credit will be awarded under the terms of the Referral Incentive Program.
- In all other respects, the Referral Incentive Program will be administered by the Vice President of Finance and Operations.

These Guidelines are subject to change by CHA at its sole discretion.