

Horizon Christian School **STUDENT REFERRAL PROGRAM POLICY**

The purpose of this program is to provide a tuition reduction for Horizon Christian families who play a primary role in the admission of new students to Horizon Christian.

The Referral Program is open to all Horizon Christian families.

- 1) 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 by speaking specifically with the Admissions Coordinator (via phone or in person). To ensure this occurs, the referring family may choose to accompany and/or assist the referred family in making the first contact. Referrals will NOT be made retroactively.
- 2) It is the Referred Family's responsibility to include a completed referral form within 30 days of their enrollment at Horizon Christian. The completed form will confirm information provided at the first contact with the school. No exceptions will be made to this requirement. Forms are available through the Admissions Office or may be printed off the website at www.horizon-christian.org.
- 3) The new family may designate two referring families (but not more than two) as contributing significantly to their decision to attend Horizon; the tuition reduction will be split evenly between those two families.
- 4) The tuition reduction may not be transferred from one family to another with the exception that the family receiving the reduction (the referring family) may have the reduction applied to the new family's (the referred family) tuition.
- 5) New students enrolled in grades K -12 (full-time) qualify for a tuition reduction of \$500 to the referring family (the reduction will be prorated for new, part-time high school students). Half-day PreK and Learning Center referrals will qualify for a \$350 tuition reduction to the referring family.
- 6) This offer applies only to new family applicants. Siblings of current Horizon Christian families do not qualify for a tuition reduction.
- 7) The tuition reduction will apply to tuition only and not to any other fees.
- 8) The regular enrollment criteria must be met by the new student (application/testing/principal interview). The final decision for student acceptance rests with the school principal.
- 9) A tuition reduction will be given for the admission of a student who has been absent from the system for two or more complete school years.
- 10) Horizon Christian families, including employees with Horizon Christian students, will receive a tuition reduction for each referred student that is enrolled and continues enrollment in good standing for at least 30 days. The tuition reduction will be applied in monthly increments November through June, or 30 days following new student enrollment after October 1, to the account of a referring family with student(s) enrolled in the school. If the referring family withdraws, the uncredited portion of the deduction will be void. No billing will be sent to the referring family for the uncredited referral deduction. If the new student does not attend class for at least 30 days, the referral deduction will not be credited to the referring family's account and billings will be adjusted accordingly. If the new student withdraws after 30 days the referring family will continue to receive the reduction unless they themselves withdraw. The admissions office will be responsible for verifying deductions to be awarded or reversed.
- 11) There is no limit to the number of students that a Horizon Christian family may refer, but tuition reduction will be limited to the full tuition (not fees) of the referring family for one academic year. Rollovers to a subsequent academic year are not allowed; however, if a referring family has paid the entire year in advance, a credit for the referral discount amount may be credited to the following year or given to the referred family; families who have paid in advance and are not returning the following year are not eligible for the deduction following their full payment of their account but may assign the reduction to the family referred. Refunds/rebates or cash settlements are not available.
- 12) This tuition reduction program is available during the annual enrollment period from January 1 to September 15 based on the date of submission and acceptance of the completed application forms. Referrals submitted after September 15 will be prorated at the reduced rate, September 15 – June 15, according to the month of the new student enrollment. Other terms apply as in item #8 above. See the schedule below for qualifying reduction amounts after September 15:

<u>Enrollment Date</u>	<u>\$500 Reduction</u>	<u>\$350 Reduction</u>
September 15	\$450	\$315
October 15	\$400	\$280
November 15	\$350	\$245
December 15	\$300	\$210
January 15	\$250	\$175
February 15	\$200	\$140
March 15	\$150	\$105
April 15	\$100	\$70
May 15	\$50	\$35

If you have questions, please contact Tiffany Redwing, Admissions Coordinator, at (503) 612-6521 x113.