

Providence Classical Christian Academy

Enrollment Incentive Request Form

Your Name: _____

Date: _____

Name of family invited/referred: _____

Name of family invited/referred: _____

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Turn this portion of the form into the School office.

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Keep this portion of the form for your reference.

Guidelines for Enrollment Incentives

Enrolled Providence families can earn a \$500 credit for every new student recruited that enrolls and attends Providence for the following school year.

The Incentive Credit will be earned upon completion of the following steps:

1. Referring family has filled out an *Enrollment Incentive Request Form* OR the new family has given the school the *Application Fee Waiver* with the name of the referring family.
2. The new family is enrolled according to normal procedures.
3. All fees due by the new family have been paid and cleared.
4. At least the first month of the new family's tuition has been paid and cleared.
5. The referral and Incentive Credit must be approved by the Providence Board.

To ensure fairness in matching new families with referring families, the following is recommended:

- o Each time you refer a family to Providence or have a significant discussion with a potential family, give them the *Application Fee Waiver* with your name listed as the referring family.
- o You may also complete an *Enrollment Incentive Request Form* and submit it to the school office. This will record you as the initial contact for the family.
- o If two families refer the same family, the Incentive Credit will be given to the family that submitted the form first. If this cannot be determined, then both families will receive half of the Incentive Credit.
- o New families that inquire about Providence through the school office or that attend Open Houses as a result of general marketing, web site inquiry, etc. cannot be claimed.
- o Referrals must be made prior to the enrollment process. If you tell us you referred the family after they have started the enrollment process, the Incentive Credit cannot be awarded.

Other Guidelines:

- o The Incentive Credit can only be earned for new families – not current or returning families.
- o Incentive Credits cannot exceed 50% of a family's total tuition amount. Credits will not be applied to anything other than tuition.

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Application Fee Waiver

Thank you for your interest in Providence. Please attach this waiver to your application to receive a \$75.00 discount on application fees. Please refer to the *Schedule of Fees & Tuition* for the Application Fee amount due.

Name of **Family Being Referred** to Providence: _____

Name of **Current Providence Family** Awarding the Waiver: _____

Signature of Current Providence Parent: _____

Date: _____

5293 S. LINDBERGH BLVD., ST. LOUIS, MO 63126 - 314-842-6846 - WWW.PROVIDENCESTL.ORG

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