

2017-2018 Crossroads Christian Academy

Student Referral Incentive Program Rules

The purpose of this program is to provide a discount to existing Crossroads Christian Academy families and staff for promoting the school and encouraging the application for admission to CCA.

We are looking for qualified NEW families, but we also care deeply about our current families and how CCA is perceived by the community.

1. The program is open to ALL CCA families and employees.
2. 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 Admissions Office (via phone, by email or in person). To ensure this occurs, you may choose to accompany and/or assist in making their first contact. **REFERRALS CANNOT BE MADE RETROACTIVELY.**
3. It is the **REFERRING FAMILY'S responsibility** to be sure that the Prospective Family verifies the REFERRING FAMILY'S name/phone number on the students(s) application form in the box marked "Referral Verification". No exceptions will be made to this requirement.
4. It is the **REFERRING FAMILY'S responsibility** to submit a completed **Student Referral Form** to the Admissions Office. Forms are available at the school office or may be printed off the website at www.ccapanama.org (Admissions/Student Referral Form)
5. Referral tuition discount amounts:
 - Grades K3-12 (full-time/full-tuition) qualify for the full referral discount of \$1,000/student
6. This offer applies **ONLY** to **NEW** family applicants. Younger siblings of current or past CCA families do not qualify.
7. **CCA Families/employees will receive a tuition discount for each student that is accepted, enrolled, and enrollment continues in good standing, into the second semester. Half of the discount amount will be credited to your tuition obligation during the second week of school. The second half will be credited at the beginning of the second semester.**
8. There is no limit to the number of students that a CCA family may refer.
9. The regular enrollment criteria must be met (Application/Testing/Committee approval). Final decision for student acceptance rests with the CCA Director.
10. Applications received after the start of school will be considered for a prorated referral incentive.

QUESTIONS? Call the Admissions Coordinator at 317-9774 or email admissions@ccapanama.org

CROSSROADS CHRISTIAN ACADEMY

STUDENT REFERRAL FORM

Referring Family: _____

Last Name

First Name

Phone

Cell Phone

Email

How do you know this family? _____

What did you do to facilitate this referral? _____

How would you like this referral benefit allocated? (circle one)

Referring Family Account

Prospective Family Account

Split: (%) _____

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

Cell Phone

Email

Prospective Students:

Last

First

Grade entering

Last

First

Grade entering

Last

First

Grade entering

Forms are also available through the School Office or may be printed off the website at www.ccapanama.org (Admissions/Student Referral Form) Feel free to make copies.

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