Kingston Christian School Family Referral Incentive Policy

Purpose

Kingston Christian School (KCS) values the support and enthusiasm of our families. As part of our commitment to building a Christ-centred educational community, we are pleased to offer a **Referral Incentive Program**. This initiative rewards both current and new families for partnering with us to grow our school.

Referral Incentive Overview

When a **new family** registers and enrolls at KCS, both the **referring family** and the **newly enrolled family** will each receive a **$500 tuition credit**.

Eligibility Requirements

1. **New Family Definition**: A "new family" is one that:
    - Has not previously had any child enrolled at KCS.
    - Has not contacted the school (inquiry, tour, event attendance, or application) in the **six months** prior to the referral.
2. **Referring Family Eligibility**:
    - Must have a student currently enrolled at KCS.
    - Must submit a referral form **before** the new family initiates contact with the school.
    - Referrals submitted after the new family has contacted KCS or attended a school event may not be eligible.
3. **Referral Submission**:
    - Referrals must be submitted in writing via the official KCS Referral Form (paper or online).
    - The new family must list the referring family on their application form.

Incentive Details

- A **$500 tuition credit** will be awarded to each of:
    - The referring family **and**
    - The referred (new) family
- Credits will be applied after the new family completes one full term of attendance (e.g., September to December for fall enrollments).
- Credits may only be applied toward tuition and may not be redeemed for cash or transferred to other families.
- There is **no limit** to the number of referral incentives a family can earn.

General Conditions

- Incentives apply only to **full-time, long-term enrollments** (not single-term or part-time).
- In cases where more than one family claims the same referral, the credit will go to the family named on the new family's application form and/or the first to submit the referral.
- Referral incentives are not available for self-referrals or for families joining an existing KCS household.

Program Changes or Termination

Kingston Christian School reserves the right to:

- Verify all referral claims.
- Modify or discontinue this program at any time without notice.
- Make final decisions in cases of dispute or ambiguity regarding eligibility or award distribution.

For questions, please contact the school office at admin@kingstonchristianschool.ca.

Thank you for helping grow our Kingston Christian School community!

Updated June 26, 2025

KINGSTON Christian School
Believe. Achieve. Together.

Kingston Christian School Family Referral Form

📝 Referring Family Information (Current KCS Family)

- **Parent/Guardian Name(s):** _____
- **Email Address:** _____
- **Phone Number:** _____
- **Name(s) of Enrolled Child(ren):** _____

👨‍👩‍👧 New Family Being Referred

- **Parent/Guardian Name(s):** _____
- **Email Address:** _____
- **Phone Number:** _____
- **Address (if known):** _____
- **Names and Grades of Potential Students:** _____

📅 Date of Referral Submission: _____

✅ Referral Policy Acknowledgement

Please check all boxes below to confirm your understanding of the referral policy:

☐ I understand that the new family must not have contacted Kingston Christian School in the past **6 months**.
☐ I understand that I must submit this form **prior to the new family contacting** the school.
☐ I understand that the tuition credit will be applied **after the referred family completes one full term** of enrollment.
☐ I understand that the tuition credit **cannot be exchanged for cash or transferred** to another family.
☐ I understand that this program is subject to verification and approval by school administration.

Signature of Referring Parent/Guardian: _____
Date: _____

🔁 Please return this completed form to the school office or email it to **admin@kingstonchristianschool.ca**.

Thank you for helping grow our KCS community!