



13000 Zekiah Drive, Waldorf, MD 20601
301-645-0406 Fax: 301-645-7463
www.graceknights.org

New Family Referral Incentive Program Description and Procedures

- The New Family Referral Incentive Program awards a current Grace Christian Academy *of Maryland* family with a \$500 tuition credit for each new family that is referred to and actually enrolls in Grace Christian Academy *of Maryland*, Waldorf (PK-12th grade) for the following school year. Maximum credit for new family referrals is \$1,500 (3 new families). **Referred families must be new to GCA.** (This does not include families already attending, who have previously attended, or siblings of current families of Grace Christian Academy of Maryland)
- The referral program is for parents or guardians of enrolled families (PK-12th grade) attending GCA at the time of credit distribution.
- Referral award consideration is limited to new families enrolling in GCA. The New Family Referral Verification form is due in the Finance Office no later than October 1st of the school year applying.
- The tuition credit will be applied toward the last payment due in May. If you pay yearly, semester or quarterly, it will be credited to your account in April and you may use it to pay for your first month tuition or book fees for the next school year. If you are a parent with a graduating senior and no other child in the school, you will receive a check for your referral bonus. A bonus check will also be provided to any family who is transferred from the area due to work responsibilities. Bonus checks will be dispersed on or before May 31st. Early withdrawal from Grace (current family or new family) will invalidate the tuition credit.
- Completed New Family Referral Incentive Program forms are to be sent to the attention of the Finance Office at the school address.
- A signed New Family Referral Incentive Program form must be on file at with the Finance office and must indicate a name match in the Referral Verification box on the new Family's Enrollment Application
- The new family must be enrolled by October 1st of the school year eligible and must attend GCA for the entire school year for the referring family to receive the tuition credit.
- If two families refer the same family, the name match will be used to decide which family gets the referral credit. Only one family can receive a referral tuition credit per new family. New family applications will not be returned to change referral information.



New Family Referral Incentive Program Verification

Please complete and return this form to:

Finance Office

Grace Christian Academy of Maryland

13000 Zekiah Drive

Waldorf, MD 20601

I/We, _____ have referred the following family to GCA.
Your printed name

Referred Family Information:

Referred Family Name: _____

Phone Number: _____

Email Address: _____

Please print clearly

Address: _____

Street or PO Address

City State Zip

Referred Student Name: _____ Grade: _____

- I understand that the referred family must indicate my name on their application. I further understand that I will receive a \$500 credit on my last payment due if the referred family/student completes the full year of school. Maximum credit for new family referrals is \$1,500 (3 new families). I understand that my referral bonus will be applied first to any current balance due on my account. If my tuition payment plan was the yearly, semester or quarterly payment plan and there is no outstanding balance due on my account, my credit will be applied toward my program fee for the following school year. If I am a parent of a graduating senior with no other children in the school and no outstanding balance on my account, I will receive a bonus check on or before May 31st. I understand that if my family withdraws from Grace prior to the end of the school year, their withdrawal will invalidate my tuition credit.
- The New Student Referral Verification form is due in the Finance Office no later than October 1st of the school year applying. The referred family must be enrolled no later than October 1st and attend the full school year.

Printed Name

Signature

Date

FOR OFFICE USE ONLY	
Received by: _____	Date Received: _____
New Student Application Received: _____	