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 (PK3-10th 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 (PK3 – 10th 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 program fee for the next school year. If you are a parent with an 8th grade student and no other child in the school, you will receive a check for your referral bonus. Also, a bonus check will 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 must be sent to the attention of the Finance Office at the school address.

- A signed New Family Referral Incentive Program form must on file 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 eligible school year 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 the referral information.

To provide academic excellence from a biblical perspective in order to develop servant leaders of all walks of life who live and love like Jesus Christ.

Grace Christian ACADEMY *of MARYLAND*
A Ministry of **GRACE CHURCH** | Waldorf

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   *Parent of - Grade*

Referred Family Information:

Referred Family Name: _____

Phone Number: _____   Email Address: _____

Address: _____
Street Number and Name or PO Box

_____
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 an 8th grade student with no other children in the school and no outstanding balance on my account, I will receive a bonus check on or before the end of June. I understand that if my family withdraws or the referred family withdraws from Grace prior to the end of the school year, the 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:

Date Received: _____   Received by: _____

New Student Application Received: _____

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