

New Family Referral Incentive - Credit Request Form



Current families who refer a New Family to our school will receive a **\$600 tuition credit** when the family enrolls and their children attend classes. To make this happen, please provide the information listed below and submit the completed form to the CCS Business Office, attention Mark Detwiler.

CCS Sponsor Family:

_____	_____
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First Name

Last Name

New Family:

_____	_____
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Parents

Last Name

New Student(s):

_____	_____
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First Name

Last Name

_____	_____
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First Name

Last Name

_____	_____
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First Name

Last Name

_____	_____
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First Name

Last Name

_____	_____
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First Name

Last Name

**Anticipated New
Family Start Date:**

NOTES:

1. Sponsors may not refer their own household members; new students from current CCS families are eligible to receive multi-child discounts, but not the referral credit.
2. Sponsors may not refer additional students from a current or former CCS family.
3. Only one CCS Sponsor may be named for each new family.
4. The Tuition Referral Credit may not exceed the full tuition amount.
5. New family enrolling midyear - credit will be prorated based on date of enrollment.
6. To assign your Tuition Credit to another CCS family, contact Mark Detwiler.

Frequently Asked Questions

Q1. What is the Tuition Credit, and how do I earn it?

A. CCS families earn a Tuition Credit when they encourage / invite a New Family to enroll a student at CCS. To claim the credit the referring family must complete and submit the New Family Referral Incentive Credit Request form to the business office. Once the New Family is accepted **and enrolls**, the referring family will receive a Tuition Credit of \$600. The credit is usually reflected in the family's account by September.

Q2. How is Tuition Credit actually applied to my account?

A. The Business Office will re-calculate the amount that is due on your account for the upcoming school year. Each monthly payment will be reduced by the appropriate amount. If you pay tuition for the whole school year in advance, you will receive a \$600 refund.

Q3. May I refer more than one new family to CCS and receive a Tuition Credit for each one?

A. Yes. You may receive Tuition Credits for each eligible new family that enrolls – up to the amount of your family's total tuition bill.

Q4. When will I begin to receive my Tuition Credit?

A. Your tuition account will be credited when the new student starts attending CCS, typically in the fall.

Q5. Is literature available to help promote our school to my friends and neighbors?

A. Yes, contact the Admissions Office to discuss your literature needs.

Q6. Am I eligible to receive Tuition Credit when I enroll an additional sibling?

A. No. The intention of the program is to bring in NEW families.

Q7. Will I receive Tuition Credit again next year if the New Family re-enrolls?

A. No. Tuition Credit is offered only for the initial year a New Family joins CCS.

Q8. If I apply for "tuition assistance", am I still eligible for the Tuition Credit program?

A. Yes.

Q9. If I refer a family to CCS that enrolls a student midyear, will I still get some Tuition Credit?

A. Yes. The \$600 Tuition Credit will be prorated to reflect the portion of the year the new family attends. If the new family attends CCS for half of the school year, you will receive a Tuition Credit of \$300.

Q10. If our family does not need the Tuition Credit, may we reassign the credit to another CCS family?

A. Yes. Speak to Business Manager about assigning your Tuition Credit to another CCS family of your choice.