



## Topeka Collegiate Student Referral Incentive Program

Thank you for being our strongest voice in the Topeka community for our exceptional school. The #1 reason new families choose Topeka Collegiate, for their children, is because of you! It's likely that you first learned about Collegiate from a friend. It's your turn to tell someone else about your experiences and receive an incentive.

To increase awareness of our school, increase enrollment, and a way to say thank you, Topeka Collegiate is offering a referral incentive program. We want to compensate our current families who play a key role in successful enrollment of new students.

**Topeka Collegiate community members, who successfully recruit a new student to enroll at Topeka Collegiate, will be eligible to receive a \$575 incentive.** This referral incentive only applies to new families who are not included in the school's admissions database. Alumni children, siblings of current students or children who have previously attended Topeka Collegiate, do not qualify for the referral incentive. To qualify for the referral incentive, the referring family must complete the online New Family Referral Form before the new family tours the school. The referring family must also be named on the new student's application.

If more than one family is listed as the referring family, the incentive will be divided equally among the referring families. There is no limit to the number of students a family may refer, however the maximum incentive is limited to the full tuition amount, of the referring family, for one academic year. Rollovers to subsequent years are not permitted. Families will receive the recruitment incentive on or about October 1<sup>st</sup> of the academic year the new student is enrolled. School employees whose primary tasks involve recruitment and enrollment of new students are not eligible.

Referring families may choose to receive the financial incentive from the following options:

- Apply the incentive to current tuition.
- Apply the incentive to next year's deposit.
- Apply the incentive to the referral family's tuition or deposit.
- Receive a cash payment.

\*Tax deductible

Families who receive referral incentives of \$600 or more must complete a form W-9 and will receive a 1099 tax form from the business office based on federal tax guidelines.

The Admission's page of our website is your first step to share our Topeka Collegiate story with neighbors, colleagues and friends. With everyone's support, we will continue to grow and allow more students and families to "Experience the Difference".