



## ***Topeka Collegiate School Student Referral Incentive Program***

***Thank you for being the strongest voice for our school in the Topeka community! The #1 reason new families choose Topeka Collegiate for their children is you. It's likely you learned about TCS from a friend. Now it's your turn to share you your family's experiences with friends and receive a reward for your efforts.***

To raise awareness of our school, increase enrollment, and to say thank you, Topeka Collegiate School is implementing a new student referral incentive program. We want to compensate families who play a key role in bringing new students into our school family.

### **Student Referral Incentive Policy:**

Members of the Topeka Collegiate School community who successfully recruit a new student who enrolls at Topeka Collegiate will be eligible to receive a \$575 incentive. This incentive is generated only by the enrollment of new students whose families are not already in the school's admissions database. Alumni children, siblings of current students or children who have previously attended Topeka Collegiate are not considered new students and therefore do not trigger payment of the referral incentive.

To qualify for the referral incentive, the referring family must complete the online New Family Referral Form before the prospective new family tours the school. The referring family must also be named by the prospective family on the new student's application. If more than one family is named as the referring family, the incentive payment may be divided among the referring families, provided all have met the conditions outlined in this policy.

There is no limit to the number of students a family may refer, however the maximum incentive is limited to the amount of the referring family's full tuition for one student for one academic year. Rollovers to subsequent years are not permitted. Families will receive the referral incentive on or about October 1 of the academic year the new student is enrolled. School employees whose primary tasks involve recruitment and enrollment of new students are not eligible for the incentive.

Referring families may choose to receive a cash payment or to apply the incentive payment to:

- Current tuition
- Next year's deposit
- The referred/newly-enrolled family's tuition or deposit
- Annual Fund\*
- SeaCamp Fund\*
- A classroom gift\*

\*Tax deductible

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

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