



Student Referral Incentive

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 hearing from current parents like you.

It's likely you learned about our school from a friend. Now it's your turn to share your family's experiences with potential families. The student referral incentive is our way of saying 'thank you' for your efforts.

Student Referral Incentive Policy:

Members of the Topeka Collegiate community who successfully recruit a new student to enroll at our school will be eligible to receive a \$1000 incentive. This incentive is generated only by the enrollment of new students whose families are not already in the school's admissions database. Children of alumni, siblings of current students or children who have previously attended Topeka Collegiate are not considered new students and therefore are not included in this incentive opportunity.

It is easy for your family to receive the referral incentive. Just ask the prospective family to complete the question: "How did you hear about us?" on the school's online application. Ask the prospective family to list your name as the referring family. If more than one family is named as the referring family, the incentive payment may be divided 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 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 prior to November 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 apply the incentive payment to:

- Your family's FACTS student billing (only available to currently enrolled families/students)
- The referred, newly-enrolled family's FACTS student billing
- Annual Fund*

*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.

With everyone's support, we will continue to grow and welcome more students and families to our school. If you have questions about the referrals process or policy, please email sayhello@topekacollegiate.org