# CHRISTIAN LIBERTY ACADEMY

# FAMILY REFERRAL REWARD PROGRAM

At Christian Liberty Academy (CLA), our school community grows stronger when families share their positive experiences and encourage others to become part of the CLA family. As part of our continued commitment to growing the CLA community, we are excited to enhance the incentives of our Family Referral Program by offering a meaningful expression of appreciation to those who introduce new students and families to our school.

This program replaces the prior referral program and applies to New Families enrolling for the 2027–28 school year and later.

## 1. Referral Reward Amounts

For every qualifying new family referred to CLA, the Referring Family and the New Family each receive tuition credits calculated as follows, subject to the terms of this policy:

- $1,000 tuition credit is given to both the Referring Family and the New Family for the qualifying student (or the only qualifying student) with the highest tuition – subject to the New Family discount limitation below.
- For each additional qualifying sibling in the same New Family, both the Referring Family and the New Family receive an additional $250 tuition credit.

Referring Family Limitation: For Referring Families, there is no limit to the number of qualifying referrals for which a Referring Family may receive credit. Unused credits carry forward as provided in Section 5.

New Family Discount Limitation: The total amount of all discounts and tuition credits (i.e., referral credits, multi-student discounts, pastor, etc.) for the New Family shall not exceed 50% of the New Family's total unreduced tuition obligation for the applicable school year. "Unreduced" means the published tuition rate with no discounts taken into consideration. If this limitation applies, the New Family's referral credit is reduced first; other discounts are not reduced.

Student Eligibility Limitation: **This program is not available for preschool students or students enrolled less than full-time.** Neither the Referring Family nor the New Family will receive any referral reward or tuition credit for a referred student who is enrolled in preschool or less than full-time. Only qualifying full-time students who are not enrolled in preschool are counted when calculating referral rewards under this policy.

## 2. Eligibility Requirements

A "Referring Family" must:

- Be currently enrolled at CLA and re-registered for the next school year.
- Complete CLA's referral form online.
- Be named as the referral source on the New Family's enrollment application.
- Fulfill its tuition and other payment obligations to CLA and be current on its tuition account to receive the referral credit.
- Be enrolled for the entire school year for which the tuition credit reward is applied.

A "New Family" must:

- Be a family whose children were not enrolled at CLA at any time during the immediately preceding school year. Enrollment in CLA's preschool or in any part-time program counts as enrollment at CLA for this purpose. A new child of a currently enrolled family does not make that family a New Family.
- Be referred by an eligible Referring Family.

- Fulfill its tuition and other payment obligations to CLA and be current on its tuition account to receive the referral credit.
- Be enrolled for the entire school year for which the tuition credit reward is applied, unless the New Family enrolls mid-year in which case the tuition credit will be prorated.

## 3. Timing of Credits and Tuition Good Standing

CLA will apply referral tuition credits based on the tuition payment schedules of the respective Referring Family and New Family. Because full eligibility requires completion of the school year and good financial standing, any tuition credit applied before year-end is provisional. Credits not yet applied remain contingent upon eligibility at the time they are scheduled to be applied.

If a family voluntarily withdraws before the end of the school year, CLA will stop applying that family's remaining credits, and any credits already applied to that family's account for that year will be reversed and added to its balance due. Tuition credits will not be reversed for involuntary withdrawals. If the New Family withdraws, CLA will also stop applying the Referring Family's remaining credits for that referral; credits already applied to the Referring Family's account will not be reversed. While a family's tuition account is past due, its credits are suspended, and they resume when the account is brought current.

## 4. Identification of the Referring Individual or Family

The Referring Family must complete the online referral form, using CLA's referral form (date-stamped on receipt), before the New Family submits an application. The New Family must also name that eligible referring party as the referral source on its signed enrollment application. Both requirements must be met for the referral to qualify.

If more than one eligible party claims the referral, the New Family alone selects the referring party or parties on its signed enrollment application. If the New Family selects more than one eligible referring party, the referring tuition credit shall be split equally among them. Each selected party must have completed the referral form before the New Family applied. No reward will be issued without advance notification and a properly signed enrollment application naming the eligible referring party or parties.

## 5. Program Administration

- Referral rewards are issued only as tuition credits to reduce or eliminate tuition expenses at CLA. No participant will receive cash, a refund, or a check under this policy. Credits may not be transferred. Families that do not re-enroll at CLA forfeit unused credits.
- Tuition credits for Referring Families will be applied in addition to any applicable discounts and will be coordinated with any available financial aid subject to CLA's Financial Aid Policy.
- Any tuition credits for a Referring Family that exceed the remaining tuition balance for the current school year will be carried forward and applied year-to-year. Unused credits expire if not used by the end of the school year following school year.
- CLA may independently verify the eligibility of the Referring Family and the New Family.
- CLA reserves the right to discontinue or change the terms of the Referral Program at any time. Changes will be communicated to participating families. Credits already awarded before a change will be honored under the terms in effect when they were awarded. The CLA Finance Board adopted and approved this policy and has the sole authority to interpret the terms and settle any disputes related to this policy and its determination shall be final.