



KELOWNA CHRISTIAN SCHOOL

FAMILY REFERRAL PROGRAM

EXISTING / REFERRING FAMILY INFORMATION

Referring families are those who currently attend KCS and are referring a new family to the school.

Referrer Name: _____ / _____
LAST NAME FIRST NAME

Primary Phone: _____ Email: _____

How do you know the New / Referred Family?

What did you do to facilitate the referral?

By signing below, I am indicating that I have read and understand KCS Family Referral Program Guidelines and will abide by them.

Referrer Signature

Date

Please carefully read, and retain for future reference, the attached KCS Family Referral Program Guidelines. **Your completed KCS Family Referral Program Form must be submitted to either Gordon or Benvoulin Campus offices before the new student's first attend classes.**

NEW / REFERRED FAMILY INFORMATION

Referred families are new to KCS and are committed to enroll in Kelowna Christian School.

PARENTS / GUARDIAN

Father's Name: _____ / _____
LAST NAME FIRST NAME

Primary Phone: _____ Email: _____

Mother's Name: _____ / _____
LAST NAME FIRST NAME

Primary Phone: _____ Email: _____

PROSPECTIVE STUDENTS

Please list the full names and corresponding current grade (K-12) for each prospective student.

FIRST NAME	LAST NAME	CURRENT GRADE
1.		
2.		
3.		
4.		

OFFICE USE ONLY

Date New Family Application Received: _____

Enrollment Accepted:

Enrollment in Good Standing as of January 31st:

Date Tuition Credit Processed: _____

Business Office Approval Signature: _____



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FAMILY REFERRAL PROGRAM GUIDELINES

Only enrollment applications received from new/referred families will qualify for the tuition credit for existing/referring KCS families. The KCS Referral Program may be discontinued at any time at the discretion of KCS.

- The program is open to all KCS families (including grandparents) and KCS employees.
- New/referred families must be new to KCS and committed to enroll their child(ren) into grade(s) Kindergarten to Grade 5.
- Please note families who have attended KCS in the past and/or new families enrolling into KCS Preschool do not qualify for the KCS Family Referral Program.
- **Referrals may not be made retroactively; completed referral forms must be received by KCS before the new student(s) first attend classes.**
- There is no limit to the number of families that can be referred, but the tuition credit cannot exceed the existing/referring KCS family's total annual tuition fees. Once 100% of tuition fees has been reached, the remaining incentive can be directed towards another family's tuition/school fees.
- The tuition credit for existing/referring families is assigned per new/referred family, not per new/referred student.
- The new/referred family must follow the regular enrollment process. The final decision for student acceptance rests with KCS administration.
- To be eligible for the tuition credit, the new/referred family's enrollment must continue in good standing beyond January 31st.
- The existing/referring family's tuition will be credited at the end of the school term each June.
- If the existing/referring family is not currently paying tuition to KCS, or if they choose to do so, the tuition credit award can be directed towards another family's tuition/school fees.
- A tax receipt will not be issued for the amount of the tuition credit.