



# Gwinnett Christian Academy Referral Rewards *Program Guidelines*

## I. PURPOSE:

Over the years, we have spent a great deal of effort and expense to recruit and retain motivated and engaged students. In that time, we have learned that our families - who are here with us everyday - are the best source of new students for GCA.

With that in mind, we have decided to implement a program that rewards you – our best source of new students – for helping the school grow and prosper.

To refer a potential student, simply fill out the accompanying form and turn it in to the school office. If that student enrolls in the school, your family will receive a credit of \$625 on your tuition bill – ***it really is that simple.***

The purpose of this program is to encourage our school family to invite their friends to join our school by referring them to GCA. As our school grows, we will be able to increase our programs and make plans for the future of Gwinnett Christian Academy – and you will be a part of making that future a reality.

## II. DEFINITION OF REFERRAL REWARD

### Referral Reward

A standard Referral Reward of \$625 will be credited to your account for any student that you refer that enrolls in Gwinnett Christian Academy. There is no limit to the number of credits that may be received by any family. For example, if you refer five students to GCA, you will receive Referral Rewards as follows:

$$5 \times \$625 = \$3,125 \text{ credit to your annual tuition bill}$$

## III. ELIGIBILITY

This program is only open to families with currently enrolled students at Gwinnett Christian Academy.

## III. ADMINISTRATION OF REWARDS

Once you have referred a prospective student and submitted the proper paperwork, your reward will be credited to your account when all of the following conditions are met:

1. The student enrolls in GCA
2. A minimum of one month's tuition has been paid to and collected by GCA
3. The referred student maintains a good academic and conduct record demonstrated on the student's first report card.

Once these conditions have been satisfied, a Referral Reward will be credited to your account. There is no limit to the number of referrals a family can submit or Referral Rewards an eligible family can receive under this program.

## IV. LIMITATIONS

1. An eligible family makes a referral of a qualified student under this program when the eligible family turns in a fully completed Referral Rewards form.

2. Any rewards in excess of the current amount of tuition due are not redeemable for cash. They can only be credited to future tuition expenses. In no circumstance will a Referral Reward be paid to a family in the form of cash or cash equivalents.
3. In the event of duplicate referrals, only the first referral turned in will be honored.
4. Faxes, handwritten notes, memos, phone calls, or other correspondence will not qualify as a referral.
5. When an eligible referral qualifies for a Referral Reward under this program, GCA will notify the referring family. Once all of the conditions for the reward have been met, GCA's office staff will credit the referring family's account the appropriate amount for each student referred.
6. Any concerns or disputes regarding the administration of this program, including fraud, abuse, or misrepresentation should immediately be reported to the Business Manager of GCA.
7. GCA's Business Manager has the authority to investigate and resolve any issues regarding the administration of this program and has sole discretion to require verification of any referral.
8. In those instances where verification is required, the referred student's family will sign a referral verification confirming the referral of record.
9. Gwinnett Christian Academy, Inc. has the complete authority to interpret and apply these Referral Rewards guidelines.

GWINNETT CHRISTIAN ACADEMY, INC. RESERVES THE RIGHT TO CHANGE, ALTER, OR CANCEL THIS PROGRAM AT ANY TIME.

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