



Discovery's Referral Program School Year 2024-2025

- I. Purpose: Is to provide a referral discount to families and staff for promoting Discovery School, encouraging the application for new admissions and helping the DS community grow.

- II. Program Rules and responsibilities:
 - a. This referral program is open to all non-sponsored DS families, teachers, area coordinators, administrative staff, and alumni.
 - b. It is the **referring family's** responsibility to be sure that the Prospective Family mentions this program and the **referring family's name** during their first contact with the admissions office. The Prospective Family will submit the **referring family's name** on the *application for admission*. Referrals cannot be made retroactively.
 - c. There is no limit to the number of students that a DS family may refer.
 - d. This offer applies **ONLY to NEW family applicants**. Younger siblings of current or past DS families (returning families) do not qualify.
 - e. If more than one family refers a student (s), the referral incentive will be split evenly between each **referring family**.
 - f. The regular enrollment criteria must be met (Application and Evaluation Process).
 - g. The prospective student(s) must enroll and attend at least a **semester** in Discovery School to get the referral incentive.
 - h. The referral incentive is of \$500 per student referred that enrolls in grades Kinder to Twelfth grade. If a family refers a family for Nursery and/or Pre-Kinder, the referring family will receive the incentive once the prospective new student goes to Kindergarten.
 - i. This referral incentive will be applied to the tuition of a student, daughter, or son of the **referring DS family**.
 - j. For Discovery Staff, the incentive is \$200 per student referred that enrolls in grades Kinder to Twelfth grade. If a student is referred for Nursery and Pre-Kinder, teachers will receive their incentive once the prospective new student goes to Kindergarten. ****This incentive needs to be discussed with the Head of School (HoS).**
 - k. The referral incentive will be given in a **6-month** period after enrollment.
 - l. Applications received after the second semester (Jan-June) of school will be considered for a 50% of the \$500 referral incentive/\$200 Discovery staff.
 - m. The referral program will be reviewed every year.