



DOMINION Christian School

Dominion Christian “Refer-a-Family” 2024-2025 Guidelines

Referred by: currently enrolled family at DCS

New: family has never had any children enrolled at DCS

Guidelines

- **\$500 tuition credit to the EXISTING family that recommends a NEW School family or pass the credit to the family you referred to DCS**
 - The tuition credit is awarded on a “per family” basis, not a “per child” basis.
 - Only one referring family per new family will be eligible for referral discount.
 - There is no limit on the number of referrals submitted.
 - Please have your New family indicate the current DCS referring family at time of initial application.
 - Referral period ends 8/31/2024**

- **Required : Complete the attached Referral form for each new family referred.**
 - The Referral Form should be signed by both the DCS referring family & new family.
 - The Referral Form must be presented either in person or via email to Bree Collins on or before 8/31/2024. bcollins@dominionmail.org
 - Communication from anyone other than the referring family will not be accepted.
 - Late, or incomplete forms and W-9’s will not be considered.

- Referral credits that exceed \$600 require DCS to issue a 1099 statement indicating earned income to the tuition credit recipient. **The attached W9 must accompany your referral form.**

- Referral credits will be applied as a reduction to all FACTS monthly and quarterly payments starting 10/1/2024.
 - *Tuition credit(s) is distributed only if “New” family remains enrolled. Example: if “New” family that was referred leaves after only 5 months, then tuition credit is only distributed to the “Referred by” family for 5 months and will be invalid and cancelled after the “New” family no longer has current year active enrollment status. Any change in the credit allocated may result in a remaining balance due by the referring family.*

 - *Any balance will carry forward on your **Tuition bill only** until credit is exhausted. Credits will not be applied to Application, Enrollment, Athletic Fees, Lunch or other fees related to your student’s participation at DCS.*

Determinations of eligibility and qualifying referrals, as well as any exceptions to the guidelines above are at the sole discretion of Dominion Christian Administration. Dominion Christian reserves the right to verify and adjust credits at any time prior to or following posting and redemption. Offer is not transferable or redeemable for cash refund and is only applied to the school year awarded. Account must be active and in good standing, as determined by Dominion Christian Schools in its sole discretion, to receive credit. Dominion Christian reserves the sole right to modify, suspend or cancel this referral program at any time without notice.

2024-2025 Refer A Family

To receive tuition referral credit for new families, this form must be completed, along with the attached W9 & submitted to Bree Collins prior to 8/31/2024.

Referral credits will be time stamped & applied to the first referral family on record.

Current DCS family name: _____

My family has referred the following family to Dominion for the 2024-2025 school year:

Family name: _____ (list both parents names)

Student name: _____ (list student last name, first name)

Student grade: _____ (list enrolling grade of the new student).

- We desire the referral credit to go to be applied to the new family tuition account.
or
 We desire the referral credit to be applied to our tuition account

We (I) have carefully read, fully understand and agree to the Refer A Family guidelines that apply to the 2024-2025 school year.

Signature: DCS Referring Family

Date

We (I) acknowledge that the above DCS family referred our family to DCS and recommend them for eligibility consideration to receive tuition credit for our referral under the DCS Referral program guidelines:

Acknowledgement Signature: New DCS family

Date

Office Use Only:

DCS Admissions Approval

Date received: _____

W-9 Received: _____