



ICS Referral Program

The referral program is designed to encourage existing families to share with their friends and family members the opportunity to select ICS as their children's school. A \$500 referral fee is available to existing families for each new family who enrolls at least one student in ICS by the first day of school. The payment is \$250 for new families who enroll after the first day of school.

New families will also receive a one-time \$500 discount applied to their tuition upon active enrollment of 30 school days.

The payment is for the first year of a new student's enrollment and not for their future years of re-enrollment. The referral fee will be applied to the referring family's FACTS account as a reduction of tuition.

Referred students can be entering any grade from Pre-Kindergarten through Eighth grade. This program does not apply to ICS faculty and staff or their immediate family members. Siblings of existing students or returning students who have previously attended ICS do not qualify. The referring family must have at least one student enrolled in the year the new referred student begins at ICS.

Families who are referred are able to apply for financial assistance from the school. The referral payment is per new family. Multiple referrals are accepted, and payments are combined. Referral payments are not transferable to other families or future school years.

A prospective student is officially referred when an existing family submits a provided Referral Information Form to ICS Admissions. The first family to turn in the form will be assigned the new student as their referral. Referrals cannot be split among multiple families.

Upon receiving a Referral Information Form for the new inquiry, the Admissions Office will contact the referred family by phone or e-mail to confirm all contact information. The Admissions Office will then send an information packet to the prospective family and walk them through the application process.

The referring family will be contacted with an e-mail from the Admissions Office once the initial conversation occurs between the Admissions Office and the prospective family. The referring family will not be notified again of the application progress until the referred family is enrolled. In the event that an enrollment does not occur (due to the family discontinuing the admission process or not meeting qualifying standards), the referring family will not be given details of the process. This is to ensure confidentiality and protect the child and family who have been referred.

Once a student's application has been processed and an acceptance has been offered, the referral fee opportunity is closed.

The ICS Admissions Office will send a letter to the referring family that explains the amount and timing of the payment. The \$500 (or \$250 prospectively) referral fee will be applied to the referring family's FACTS account as a reduction of tuition by the ICS Finance Office on September 1, if the enrollment occurs at the beginning of the school year. If the enrollment occurs after the first day of the school year, the payment applied will occur on the first day of the second month following the first day of the new student's attendance.

While ICS cannot provide tax advice, we recommend that you consult with your tax advisor about the tax implications of referral fee income. Families who receive referral fees that total \$600 or more will receive a Form 1099 from ICS to document the fee as miscellaneous income.

This program will be re-evaluated each year.

Thank you for sharing your child(ren) with us, and for spreading the word about our wonderful school!

Yours in Faith,

Caroline DeLess