

Family Referral Plan

839 S. Crooks, Clawson, MI 48017
248-585-9150 phone / 248-585-2040 fax
japhetschool.org
email robin.pospisil@japhetschool.org



Families come to Japhet School by different paths, and best way is by referral. Those who have children here now, have Japhet graduates, or have a vested interest in Japhet School are our best advocates -- and most trusted by new parents considering Japhet for their children.

The Board of Trustees acknowledges those who are going the extra mile to help Japhet grow. The Family Referral Plan rewards any adult who is responsible for encouraging and helping new parents enroll their child or children at Japhet. This program is open to all faculty, staff, parents, trustees, former trustees, alumni parents and community members with or without an affiliation to Japhet. All friends of Japhet are eligible for this program except children under 18 years, the Admissions Director, and the Head of School.

Each adult responsible for identifying a new family who enrolls a child for a full school year will receive a Referral Fee of \$300 to \$500. We will also give you \$100 for each additional child from that family who enrolls in Preschool through 8th grade. Payment will be made when all the following commitments have been paid for each student:

- Application fee of \$25
- Tuition deposit of \$575
- Materials fee
- Bookkeeping fee (if applicable)
- Additional tuition payment(s) totaling \$500 or more.
- Verification of referral by Admissions Dir.

There is no limit to the number of families you can refer. However, families and students who have previously attended Japhet may not be referred under this plan. At the Japhet Board of Trustees' discretion, this program may expire at any time without notice.

To participate in the program, you simply turn in a Family Referral Form giving us the contact information, and we take it from there. Forms are available in the Front Office, from Robin Pospisil in the Admissions Office, or on our web site under "Quick Links for Parents - Helpful Forms."

So, do you know a family who would benefit by being at Japhet?
Do you have any relatives or friends with young children in need of a strong academic experience integrated with a strong character foundation?

**Keep Japhet in mind when you're out and about
and see how we all can grow!**

Family Referral Form

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NEW FAMILY INFORMATION

Parent Name(s) in New Family: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

New Students' Names (if known):

Grade/Class

1. _____

2. _____

3. _____

4. _____

REFERRING FAMILY INFORMATION

Name of Person/Family Making Referral: _____

Signature of Referring Person: _____ Date: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

There is no limit to the number of families an individual may refer. Returning families or students may not be referred. At the discretion of the Board of Trustees, this program may expire at any time. Final dispensation of funds is made by the Head of School.

PENDING APPROVAL -- PAYOUT DISTRIBUTION

\$ _____ Donate to Japhet. My employer has a matching gift program: Y N

\$ _____ Apply to my tuition / account. (Mandatory for delinquent accounts.)

\$ _____ Please send me a check. (Check #: _____ Date paid: _____)

Signature of Recipient from
primary referring family: _____

Signature of Business Manager: _____

Signature of Head of School: _____

Please return completed form to Robin Pospisil using the above contact information.

APPROVAL - ADMINISTRATIVE USE ONLY

Referral verified by what means: _____
Head of School Verification: _____
signature
Date of Verification: _____

ADMISSIONS FULFILLMENT - ADMINISTRATIVE USE ONLY

Name of Enrolling Family: _____

Student: _____ Date enrolled: _____
Student: _____ Date enrolled: _____
Student: _____ Date enrolled: _____
Student: _____ Date enrolled: _____

For referral fee payout, the following requirements must be fulfilled for each child enrolled:

Bookkeeper's initials _____ Application fee(s) of \$25 has been paid
_____ Tuition deposit(s) of \$575 has been paid
_____ Materials fee(s) has been paid
_____ Bookkeeping fee(s) has been paid, if applicable
_____ Additional tuition payment(s) has been paid, excluding scholarship awards or other
tuition assistance, totaling \$500 or more
Registrar's initials _____ Registration paperwork completed

Any scholarship aid that may have been awarded will credit to the new family's account as soon as the above listed fees and payments have been made. Students enrolling after January 1 qualify as referrals, but payment of the referral fee is subject to additional restrictions.

Referral Payment Calculation:

\$ _____ \$500 per family (full-time student) OR \$300 per family (part-time student)
\$ _____ \$100 for additional child enrolled in grade Preschool through 8
\$ _____ \$100 for additional child enrolled in grade Preschool through 8
\$ _____ \$100 for additional child enrolled in grade Preschool through 8
\$ _____ **Total Referral Payment**