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## OLG PARENT REFERRAL PROGRAM AGREEMENT

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This Parent Referral Program Agreement (“Agreement”) is hereby entered into by Our Lady of Guadalupe School (“OLG”) and parents whose children are currently attending OLG at the time a referral (defined below) was made by the parent(s).

### 1. PURPOSE

The purpose of this Parent Referral Program (“program”) is to provide the necessary incentive to parents of OLG students to speak on behalf of OLG, such that other parents enroll their children at OLG for the first time.

This program is part of an overall Marketing Plan designed to increase the student enrollment size at OLG.

### 2. DEFINITIONS

When used in this agreement:

- 2.1. “Effective Date” means the date that this agreement is first signed by the Principal of OLG.
- 2.2. “Successful Referral” means making a recommendation regarding OLG which results in a new student enrollment at OLG from a household where no child had previously attended OLG. The referred student must meet the standards of OLG (e.g. behavior and conduct are acceptable per OLG standards).
- 2.3. “Referring parent” means the parent making the referral AND has at least one child currently enrolled in OLG.
- 2.4. “Referred parent” means the parent of one or more children eligible to attend OLG, of which none have ever been enrolled at OLG prior to the referral being made.
- 2.5. “Probation period” means at least two (2) consecutive full trimesters from the first date of new student enrollment resulting from a successful referral.

### 3. REFERRAL PROGRAM

- 3.1. **Completing a Successful Referral.** The following have to be satisfied in order to complete a successful referral.
  - 3.1.1. New student enrolled at OLG has completed the probation period.
  - 3.1.2. The referred parent must provide testimony regarding which referring partner was the cause of the successful referral.
  - 3.1.3. The referring parents must be current with their tuition and other financial accounts to be eligible for participating in the Referral Program. However, the Principal reserves the right to make certain exceptions on a case by case basis as circumstances warrant.
  - 3.1.4. The referred parents must be current with their tuition and other financial accounts during the full length of the probation period.
  - 3.1.5. In the case where two parents claim that each made the successful referral, the final decision as to how to award the voucher(s) shall be left to the Principal.

- 3.2. **Standard Voucher.** A *Standard Voucher* shall be made out to a referring parent as a reward for each new student enrolled at OLG as a result of a successful referral. The *Standard Voucher* has non-cash, non-transferrable value of \$450.00 to be applied towards the tuition fee obligation of the referring parent on a one time basis for each successful referral. The *Standard Voucher* is void if not used within ninety (90) days.
- 3.3. **Special Voucher.** A *Special Voucher* is made out to a referring parent as an **additional** reward for a successful referral. The *Special Voucher* has non-cash, non-transferrable value of \$150.00 to be applied towards the tuition fee obligation of the referring parent. The *Special Voucher* is void if not used within ninety (90) days.
- 3.3.1. A Special Voucher is paid out for special circumstances such as two or more successful referrals made in any given school year by the same referring parent.
- 3.3.2. Special Vouchers are solely at the discretion of the Principal to be awarded or not as the case may be.
- 3.4. **Cash Payment Exception.** If a successful referral has been made, but the referring parent cannot apply the Standard Voucher and/or Special Voucher earned due to the fact that the referring parent's tuition obligations will be completed prior to the expiration of the probation period, or the referring parent is a graduating family, then OLG shall pay the referring parent the cash amount equal to the face value of voucher's earned but not redeemable as tuition payments, at the end of the Probation Period.

#### 4. TERM & TERMINATION

- 4.1. **Term.** This Agreement shall come into force on the Effective Date and shall, subject to termination hereunder, remain in force for two (2) consecutive school years.
- 4.2. **Termination.** The program can be terminated at any time by OLG subject to thirty (30) days' written notice.
- 4.3. **Notice of Termination.** Notice of Termination of the Agreement shall be made in the "Principal's Corner" of the OLG Weekly Newsletter. There shall be four (4) consecutive announcements. The announcements shall have a clear heading, "Notice of Termination of OLG Parent Referral Program Agreement".



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Linda Parini  
Principal, Our Lady of Guadalupe School  
Effective Date: April 28, 2008

## NEW STUDENT REFERRAL FORM

Instructions: Please read the instructions below, prior to filling out the form:

1. Fill one form for each family you are referring to OLG and date and sign each.
2. All items below are required and must be completely filled out accurately for you to successfully complete a parent referral.
3. After completing, this form must be dropped off in the **"Parent Referral Box"** or faxed to school (657-3659) before the new parent applies to OLG. This form may not be sent to school with a student.

| About You  |             |
|--|-------------|
| Your Full Name (Printed)                                   |             |
| Your Address   |             |
| First name(s) of your child(ren) currently attending OLG   |             |
| Best number to reach you at                                | (    )    - |
| About the Family You are referring to OLG                  |             |
| Full Name (Printed)  |             |
| Referred parent address                                    |             |
| Number of children referred to OLG                         |             |
| Best number to reach this parent                           | (    )    - |
| Please Date and Sign Below                                 |             |
| Signature  |             |
| Date   |             |
| For Office Use Only  |             |
| Reviewer name (first and last) and date received in office |             |
| Notes (attach additional paper if necessary)               |             |

YOU WILL RECEIVE VERIFICATION OF OUR RECEIPT OF THIS STUDENT REFERRAL FORM VIA U.S. MAIL