



### CSGK TUITION INCENTIVE PROGRAM

Catholic Schools of Greater Kalamazoo (CSGK) offers a financial incentive to families (or individuals) who refer new families that enroll a child or children in our schools for the first time. The incentive is in the form of one-time tuition credits.

1. Only one referring family per new family referred will receive the tuition credit.
2. The referring family is not required to have children currently or previously enrolled in CSGK. If the referring family does not have or will not have a child enrolled in CSGK at the time the tuition credit would be issued, see #9 below.
3. The tuition credit is \$500 for referring a new family with elementary students only.
4. The tuition credit is \$1,000 for referring a new family with at least one high school student.
5. A family may refer more than one family under the same conditions for additional tuition credit.
6. The referred family must complete the school year and pay their tuition obligation in full by the end of the school year in order for the tuition credit to be earned by the referring family.
7. If a referred family joins CSGK after the school year begins, the tuition credit will be pro-rated based on the tuition obligation for the partial year as a percent of the full-year tuition.
8. The tuition credit will be awarded at the end of the school year and will be applied to the referring family's tuition for the following year. If the referring family will not have a child enrolled in CSGK at the time the tuition credit would be issued, see #9 below.
9. If the referring family does not have a student attending CSGK at the time the tuition credit would be applied, they can either designate another family to receive the tuition credit or request a check for the tuition credit amount. If paid by check and the tuition credit is \$600 or more, a Form 1099-MISC will be issued to the recipient and filed with the IRS.
10. The tuition credit will be earned only for the first school year a referred family attends CSGK.
11. The referred family will identify the one family that will receive the tuition credit.
12. The referred family must submit a "Tuition Incentive Referral Form" to the **CSGK Business Office, P.O. Box 1838, Portage, MI 49081-1838**, along with a completed CSGK New Student Enrollment Form and application fee.

**Catholic Schools of Greater Kalamazoo  
TUITION INCENTIVE PROGRAM  
REFERRAL FORM**

**To be completed by the Referred Family:**

Last Name: \_\_\_\_\_

Parents/Guardians First Names: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_

I have read the guidelines of the CSGK Tuition Incentive Program and hereby attest the following family has referred us to CSGK.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**To be completed by the Referring Family:**

Last Name: \_\_\_\_\_

Parents/Guardians First Names: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_

I have read the guidelines of the CSGK Tuition Incentive Program and hereby attest that I have referred the above family.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For CSGK Business Office Use:**

Date received: \_\_\_\_\_