



REFERRAL CREDIT POLICY

Section	Finance
Number	FIN0819
Version	March 2022
Pages	3
Date created	14 November 2019
Approved	APPROVED School Council
Review	June 2023

1. PREAMBLE

John Wollaston Anglican Community School (the School) understands that many new families are referred by current School families and friends. ‘Word of mouth’ referrals are highly valued by the School.

This policy aims to increase enrolments across the School by providing an incentive (in the form of a fee credit) to:

- (a) families who have one or more students **currently enrolled** in the School (**Referring Families**) who refer new families to the School;
- (b) new families (**Referred Families**) who are referred to the School by Referring Families.

2. PROCEDURE

- Referred Families must complete an online Application for Admission via the School’s website at <https://enrol.jwacs.wa.edu.au/student/application>. Referred Families must then download a *Referred Family Form* from the School’s website at <https://www.jwacs.wa.edu.au/fees-and-charges>. The completed form must be submitted to the Registrar at registrar@jwacs.wa.edu.au at the time that Application Forms are submitted to the Registrar for the new enrolment/s. The Registrar will verify the details contained on the form with the Referred Family and Referring Families to substantiate the referral and ascertain whether the requirements of this Policy are satisfied. Such substantiation will include the following:
 - confirmation that the Referring Family is a current family and has a fee account with the School;
 - contacting the Referring Family to verify the referral;
 - confirmation that the fee credit to be provided to the Referring Family does not exceed the current year’s tuition fees of the youngest enrolled student in the family;
 - confirmation that the Referred Family is new to the School and has not enrolled students in the School within the previous 12 months;
 - such other enquiries that the Registrar considers necessary in the circumstances.
- A referral is not a guarantee of a place. Normal application and enrolment policies and procedures apply. A successful enrolment is subject to a satisfactory interview with the Principal (or delegate) and availability of a place.
- New student/s from the Referred Family must be enrolled at the School for a period of not less than 12 months to obtain the full amount of the fee credit. If all of the students enrolled by the Referred Family are withdrawn or excluded from the School before the end of this 12 month period, the fee credit will be applied on a pro rata basis in relation to the period during which the student(s) were enrolled.
- Amounts credited to the fee account of Referring Families and Referred Families in accordance with this policy will be credited on a pro rata basis over the course of the first academic year only, on a termly basis.
- The Principal has discretion to determine whether any Referring Family or Referred Family is entitled to a fee credit, and the Principal’s decision will be final.

3. GUIDELINES

- The maximum fee credit which may be granted to a Referred Family is equivalent to one (1) term’s tuition fees of the youngest enrolled student, irrespective of the number of students enrolled.

- Referring Families may receive multiple fee credits but only up to the value of the annual tuition fees of the youngest enrolled student in the family. Fee credits can only be applied as credits to fee accounts held by the Referring Family and the Referred Family, and cannot be:
 - redeemed for cash or cash equivalent;
 - credited to any other fee account;
 - carried forward to any future year unless the Referring Family has prepaid their annual fees;
 - applied to reduce any fee debt owing to the School for more than 12 months;
 - applied towards the cost of excursions or trips arranged by the School; or
 - transferred to any other person.
- Staff members who are parents of the School and have a fee account are eligible for referral credits.
- Staff members who are not parents of the School, are not eligible to receive referral credits; however, if they refer a family, the Referred Family is eligible to receive a referral credit.
- Staff who are ineligible to participate in the Referral process and obtain any fee credit are the Principal, Business Manager, Assistant Business Manager, Registrar and members of the Executive.
- This policy may be withdrawn or varied at any time by the School Council.



REFERRED FAMILY FORM

*Current School families and friends 'Word of mouth' referrals are highly valued by the School. **Referred Families must complete the Referred Family Form at the time that Application Forms are submitted to the Registrar for the new enrolment/s.** A referral is not a guarantee of a place. Normal application and enrolment policies and procedures apply.*

REFERRED FAMILY DETAILS:

Name: _____

Address: _____

Phone Contact: _____

Student/s to be enrolled (Name and Academic Year): _____

Signature: _____ Date: _____

REFERRING FAMILY DETAILS:

Current families who refer prospective new enrolments

Name: _____

Address: _____

Phone Contact: _____

Student/s currently enrolled (Name and Academic Year): _____

Relationship to Referred Family: _____

Signature: _____ Date: _____

OFFICE USE ONLY	
Application Accepted: <input type="checkbox"/>	Enrolment Confirmed: <input type="checkbox"/>
Referring Family Check: <input type="checkbox"/>	
REGISTRAR:	Signature _____ Date _____
BUSINESS MANAGER	Signature _____ Date _____
APPROVED BY PRINCIPAL	Signature _____ Date _____
Credit applied: Referred <input type="checkbox"/> Referring <input type="checkbox"/>	
ASSISTANT BUSINESS MANAGER	Signature _____ Date _____

Refer – Referral Credit Policy