



Adopted: 5.19.2025

Revised: _____

536 Student Recruitment

I. PURPOSE

To establish a procedure for compensating families who refer students to LIFE Prep.

II. GENERAL STATEMENT OF PURPOSE

The LIFE Prep school board recognizes that word of mouth referrals from current families are an important component of the school's overall recruitment plan.

III. STUDENT RECRUITMENT

- A. To incentivize word of mouth recruiting within the LIFE Prep community, the school will offer cash payments to current families who recruit new students. Only parents and guardians of currently enrolled LIFE Prep students will be eligible to receive compensation. If a recruiting family leaves LIFE Prep before the end of the school year, they will forfeit their compensation, regardless of whether or not the recruited family remains enrolled.
- B. LIFE Prep will offer \$300 per student recruited if the student attends for the full school year. Partial year enrollments will be prorated on a per day basis based on the approved year's school calendar.
- C. Referral paperwork must be completed at the time of enrollment and be signed by both the recruiting family and the recruited family. Payments will not be processed for referrals that do not submit the necessary forms before enrollment. Only one person may be listed on the form as the recruiter and LIFE Prep will not split payments between individuals.
- D. There will be no back pay for recruitment that has happened prior to June 1st, 2025.
- E. Families are unable to receive a recruiting bonus for referring any children from their own household. In no event will a parent or guardian be paid for the enrollment of their own child.
- F. All recruiting payments will be made within 10 business days of the last day of school. Checks will be mailed to the address on file for the recruiting family.



Application for Recruiting Compensation
Maximum payment of \$300/student for a full year enrollment
Partial enrollments will be prorated per day*

Date _____

Printed name of student(s) recruited _____

Grade of recruited student(s) _____

Printed name of recruiter _____

Recruiter's child who attends LIFE Prep _____

Recruiter address _____

Recruiter phone number _____

Recruiter email _____

ALL PAYMENTS WILL BE MADE WITHIN 10 WORKING DAYS AFTER THE LAST DAY OF SCHOOL

IF YOUR FAMILY LEAVES LIFE PREP PRIOR TO THE END OF THE YEAR YOU WILL NO LONGER BE
ELIGIBLE FOR THIS COMPENSATION

Agreed to by:

Recruiter Signature

Signature of Recruited Student's Guardian

For office use

Official date of enrollment _____

Confirmed by COO _____

Date enrollment ended _____

Confirmed by COO _____

Total days : _____ Total payment: _____

Confirmed by Executive Director _____

*The 2025-2026 school year has 164 school days. \$300 payment is prorated to \$1.83 per day.