



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 1<sup>st</sup>, 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.