

## **Referral Guidelines**

- To qualify for a referral credit towards your tuition, please complete this form and return it along with a copy of the prospective student's information, to the office of Admissions and Records. The referral must be recorded at the time the student applied for admission, registered, and paid for classes.
- 2. If the student you refer has completed the admission's process and made their 1<sup>st</sup> payment for their first quarter, you will receive a referral award of \$300.00 per referral towards your tuition.
- 3. Upon completion, you will receive a referral award credit of \$300.00 per student. The Referral award will be credited and deducted from your current tuition balance.

Referral's Name:	Date:
Address:	Email Address:
City, State, Zip	Phone No:
	Student's Referred Information
Candidate's Name:	
Phone No and Email:	
Major Applied for: Signature of referral	
awarded received:	Date of referral:
	Student's Referred Information
Candidate's Name:	
Phone No and Email:	
Major Applied for: Signature of referral awarded received:	Date of referral:
	Date of referral.
	For Office Use Only
Date Received:	Award Date: