

Thank you for helping build the BASIS Independent Manhattan community. As a token of our appreciation, your family will receive a \$1,000 tuition credit for each new family referred to and enrolled at BASIS Independent Manhattan. The new family will also receive a \$250 tuition credit. This opportunity applies to referrals for the 2024-25 school year.

In order to be eligible, a referring family must apply before the new family and the new family must name your family on their child's application for admission.

BASIS Independent Manhattan families are also invited to participate in the referral programs for other BASIS Independent schools. For more information on each school's referral program, please visit the applicable school's website for the terms of the school's referral program.

TERMS AND CONDITIONS

1. **Eligibility.** To be eligible for this offer ("Referral Program"), all of the following requirements must be met:
 - a. NEW FAMILY MUST NAME THE REFERRING FAMILY ON THE NEW STUDENT'S APPLICATION WHEN FIRST SUBMITTED and prior to the end of the Referral Program. Only one Referring Family will be accepted for each New Family, regardless of the number of children or applying students in either the Referring Family or New Family.
 - b. Referring Family must be (i) currently enrolled at any BASIS Independent campus or (ii) if both the Referring Family and New Family are applying for admission, Referring Family must submit an application before the New Family submits an application.
 - c. As of October 16, 2024, at least one child in New Family must be accepted by, enroll in, and attend BASIS Independent Manhattan ("School") for the 2024-25 school year.
2. **Referring Family Tuition Credit**
 - a. Referring Family will receive one (1) tuition credit ("Referring Family Tuition Credit") of \$1,000 for each New Family referred, regardless of the number of children in a New Family.
 - b. The Referring Family Tuition Credit will be applied to one (1) Student's tuition account.
3. **New Family Tuition Credit**
 - a. New Family will receive one (1) tuition credit of \$250 ("New Family Tuition Credit"), regardless of the number of children in the New Family, with a maximum of one (1) New Family Tuition Credit under this Referral Program.
 - b. The New Family Tuition Credit will be applied to one (1) Student's tuition account.
 - c. New Family is eligible to receive Referring Family Tuition Credits by participating in the Referral Program as a Referring Family.

4. Exclusions

- a. A new student who is a child of a BINS employee does not qualify as a referral under this program; Referring Family referring such student is also ineligible to participate in the referral program.
- b. All referral payments for families with one or both parents employed by BINS will be processed through SEG Payroll with all applicable taxes and deductions applied.

5. Application of Tuition Credit

- a. The Tuition Credit has no cash value. To receive any benefit, Family must enroll a Student and pay tuition.
- b. The Tuition Credit will be applied to Student's tuition account after October 16, 2024, based on actual enrollment and attendance of the New Family.
- c. The Tuition Credit will be applied as follows:
 - i. Payment Plan A families will receive a check for their total Referral Tuition Credit by December 15, 2024.
 - ii. Payment Plan B families will have their total Referral Tuition Credit applied on their November 1, 2024 invoice.
 - iii. Payment Plan C families will have their total Referral Tuition Credit divided and applied evenly across the following invoices:
 - o November 1, 2024
 - o December 1, 2024
 - o January 1, 2025
- d. All referrals for families with one or both parents employed by BINS will be processed according to the following SEG Payroll schedule:
 - i. Referrals for students who enroll by and attend the first day of school for the 2024-25 academic year will be distributed to the BINS staff parents on the last pay date of November 2024.
 - ii. Referrals for students who enroll and attend between the first school day and October 16, 2024 will be distributed to the BINS staff parent on the last pay date of December 2024.

- 6. **Term.** This Referral Program is effective August 1, 2023 and ends on October 16, 2024 for the 2024-25 school year. Notwithstanding the foregoing, the School reserves the right to discontinue or change the terms of the Referral Program at any time; any Referring Families named on a submitted application prior to the end of the Referral Program will be honored.

This policy does not apply to international students.