



# HOST FAMILY REFERRAL FORM

## NACEL OPEN DOOR PRIVATE SCHOOL PROGRAM

### REFERRAL GUIDELINES

To the local rep: please complete this form and return it to Karen Mercer (kmercerc@nacelopendoor.org).

The family is eligible for a Referral Bonus once Nacel Open Door approves the new family they have referred to host and their international student arrives in August/September. Any individual who successfully refers a new Private School Program host family will receive the \$250 Referral Bonus.

PERSONAL INFORMATION			
Last Name	First Name	Date	
Street Address			
City		State	Zip
Home Phone	Cell Phone	Email	

REFERRAL INFORMATION			
Last Name	First Name	Date	
Street Address			
City		State	Zip
Home Phone	Cell Phone	Email	
Why would this family make a great Host Family?			

LOCAL REP INFORMATION	
Local Rep Name	Student Name
Date when Student Arrived in Host Home	Does the family have a W-9 on file? Yes <input type="checkbox"/> No <input type="checkbox"/> (If not please have the family complete the W-9 and submit it, along with the Referral Form, to Karen Mercer.)
<b>*Note to reps: The Host Family Referral Form should be sent to Karen Mercer after the student has arrived in the host home.</b>	

**See back for more guidelines on Referral Bonuses.**



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### Referral Bonus Guidelines

1. Referral Bonuses will be paid after students arrive in the host home. For the full 2018 cycle, the Referral Bonus will be paid after September 15.
2. Any individual who successfully refers a new PSP host family can earn the Referral Bonus.
3. Referral of a welcome family does not earn the Referral Bonus.
4. A welcome host family hosting a student may not refer a host family for their student.
5. There is no limit to the number of Referral Bonuses an individual can receive.