

Please read the guidelines for the Refer-A-Friend program, then complete the form on page 2. Submit your completed form to the Residential Life office, 2<sup>nd</sup> Floor in the Student Union.

This program works as an incentive for current on-campus students who bring a current off-campus student, back onto campus. From this point, current on-campus student will be referred to as on-campus student, and current off-campus student will be referred to as off-campus student.

## **1. Requirements**

- a. On-campus student must currently be living on campus and in a housing contract. On-campus student must also be living on campus for the next academic year, in which the off-campus student will be living on campus.
- b. Off-campus student must currently be living off campus for at least one full trimester (summer not included) and be enrolled in NW classes.
- c. Both On-campus and Off-campus student must remain in their contract for the upcoming fall and spring semester or neither will be given the incentive.
- d. If an On-campus or Off-campus student is studying abroad or student teaching, special circumstances will be considered so one or both of the students would receive \$125 in December.
- e. On-campus student may bring up to 3 off-campus students back onto campus receiving incentives for each student.

## **2. Process:**

- a. On-campus student completes a Housing Agreement and selects a room during housing selection process or by June 1<sup>st</sup>.
- b. On-campus student fills out Refer-A-Friend form – top section.
- c. On-campus student completes a Housing Agreement and selects a room during housing selection process or by June 1<sup>st</sup>.
- d. Off-campus student fills out Refer-A-Friend form – bottom section.
- e. If both the On-campus student and Off-campus student complete the requirements as listed above, both students will receive \$250 credited to their university account at the end of March. If either student has a balance on their account, this money will be used to pay that balance. If they do not have a balance, a check will be sent.

**This section for current student living on campus.**

<b>Last Name:</b>	<b>First Name:</b>	<b>919#:</b>
<b>Hall and Room #:</b>		<b>Cell phone #:</b>
Requirements for Refer-A-Friend Program – Please <u>read and initial</u> each statement below indicating you understand the statement.		
	I understand that to qualify for the Refer-A-Friend program, I must remain in my housing contract for the Fall 19 – Spring 20 academic year.	
	I understand that to qualify for the Refer-A-Friend program, the off-campus student moving on-campus, must remain in a housing contract for the Fall 19 – Spring 20 academic year.	
	I understand that to qualify for the Refer-A-Friend program I must fill out a housing contract in CatPAWS and pick a room by June 1 <sup>st</sup> .	
	I understand that if the program is completed, I will be credited \$250 to my university account in March.	
By signing below I understand the terms of the Refer-A-Friend program as listed above.		
<b>Name:</b>		<b>Date:</b>

**This section for current student living off campus.**

<b>Last Name:</b>	<b>First Name:</b>	<b>919#:</b>
<b>Hall and Room #:</b>		<b>Cell phone #:</b>
Requirements for Refer-A-Friend Program – Please <u>read and initial</u> each statement below indicated you understand the statement.		
	I understand that to qualify for the Refer-A-Friend program, I must remain in my housing contract for the Fall 19 – Spring 20 academic year.	
	I understand that to qualify for the Refer-A-Friend program, the on-campus student currently living on-campus, must remain in a housing contract for the Fall 19 – Spring 20 academic year.	
	I understand that to qualify for the Refer-A-Friend program I must fill out a housing contract in CatPAWS and pick a room by June 1 <sup>st</sup> .	
	I understand that if the program is completed, I will be credited \$250 to my university account in March.	
<b>OFFICE USE ONLY</b>		
<b>On-Campus Student</b>		<b>Off-Campus Student</b>
Currently living on campus?		Currently living off campus?
Signed up to live on campus next year?		Currently enrolled in NW courses?
Notes:		
Date incentive paid:		Date incentive paid: