

Stanza Education Corporation believes that word of mouth is the key to spreading high quality education. As a result, Stanza offers a payment or additional compensation for those who successfully refer minor students to Stanza. Moreover, a strong referral program leads to an extended network of people dedicated to continuously improving the quality of the programs to reinforce their referral success. We actively engage individuals and entities providing student referrals in making recommendations and providing other input that will improve the program and convince families to enroll in the program and join Stanza community of learners.

1. Supporter - Any person who is unaffiliated (not covered by one of the definitions below) with Stanza can receive a one-time \$500.00 referral amount, less any applicable taxes if appropriate, per minor student (Up to age 19 years), for successfully referring a student who enrolls, completes and pays for at least four months' worth of school tuition with Stanza and who has not been enrolled in Stanza or any Lifelong Learning Administration Corporation (LLAC) supported organization in the past. This referral is limited to one student per family per fiscal year (July 1st to June 30th).
2. Registered Ambassador ("RA") – Any person who would like to refer more than one family or household per fiscal year not to exceed nine (9) minor students who have never been enrolled in Stanza or any Lifelong Learning Administration Corporation (LLAC) supported organization, and enroll, complete and pay for at least four months of school tuition. Prior to these referrals, the Registered Ambassador ("RA") must register with Stanza as an RA through the RA application process.

The RA application process will include verification of information provided. For each of these referrals who enroll, completes, and pays for at least four months of school tuition with Stanza, the RA will receive a \$500.00 per student referral amount, less any applicable taxes if appropriate, not to exceed nine (9) new students per fiscal year (July 1st to June 30th).

3. Stanza employee – Any non-management Stanza employee referring minor students who have never been enrolled in Stanza or any Lifelong Learning Administration Corporation (LLAC) supported organization, and enroll, complete, and pay for at least four (4) months of school tuition. For each of these referrals who enroll, completes, and pays for at least four months of school tuition with Stanza, but may receive additional compensation for referrals at a rate of \$500.00 per student, less any applicable taxes if appropriate, for up to nine (9) new students per family per fiscal year (July 1st to June 30th).

COMPENSATION PROCEDURES:

The Student Referral bonus will be compensated to qualifying individuals as described below.

Employee:

1. For employees of Stanza or an LLAC supported organization, payment will be made to the referring employee within 45-60 business days following eligibility verified by Stanza management.
2. Payment to the employee will follow the school's regular payroll schedule.
3. The bonus is taxable and applicable federal and state payroll taxes will be withheld.
4. If separation from Stanza should occur, payment will be made to the referring employee as part of their final paycheck distributed on their last workday if the bonus eligibility criteria is met. The same term applies for an employee who is a Registered Ambassador.
5. Stanza leadership/management positions are not eligible for additional compensation under the referral program.

Non-employee:

1. For non-employees, the bonus will be paid in one lump sum within (45-60) business days following eligibility verified by Stanza management.
2. The bonus will be regarded as a 1099 payment. Form W-9 will need to be completed and provided to Stanza.
3. Non-employees are responsible for withholding applicable taxes from their income and filing with the IRS and state tax authorities.

Other:

Participation in the Referral bonus does not have any bearing on an employee's performance.

This policy may be modified or terminated at any time at the sole discretion of Stanza Education Corporation. This policy nor any other oral representations may be considered a binding contract between candidates and/or employees and Stanza Education Corporation.

Stanza's Head of School and People Services are available to answer Questions regarding the Referral Bonus Policy.