

Family Referral Enrollment Policy

1. Purpose

The objective of this Family Referral Enrollment Policy, hereinafter referred to as the POLICY, is to establish the rules and guidelines for the enrollment initiative of the *Associação Cidadão do Mundo - Centro de Educação e Cultura*, hereinafter referred to as the SCHOOL, aiming to promote student enrollment through a referral system.

2. Scope

This POLICY benefits two types of families. One is the REFERRING FAMILIES. The other is the REFERRED FAMILIES. These are people who do not have up to fourth-degree kinship with any student enrolled at the SCHOOL in any academic year prior to the **2024-2025** academic year, including previous academic years, such as 2023-2024 and 2022-2023.

2.1. Fourth-degree relatives are those who have at least three intermediate relatives between them, whether blood-related or not. An example of fourth-degree kinship is a cousin—the parental relationship between the children of a person and the children of that person's sibling. In this sense, the minimum three intermediaries between individuals "X" and "Y" (cousins) are the mother of "X," the maternal grandmother of "X" (also the maternal grandmother of "Y"), and the aunt of "X" (the mother of "Y").

2.2. "Distant" cousins (children of people who are cousins to each other) have kinship beyond the fourth degree.



3. Policy Guidelines

3.1. Eligibility

To be eligible for the referral discount, both of the following criteria must be met:

3.1.1. The family that refers (REFERRING FAMILY) must be in good standing with all financial obligations with the school, with no debts owed or payments in arrears.

3.1.2. The REFERRING FAMILY must fill out and submit the Family Referral Form, containing all the necessary information about the REFERRED FAMILY and the respective students being referred, to the school's Admissions Office. The submission must be made before the REFERRED FAMILY enrolls the students.

3.1.3. Families that are already in the admission process at the SCHOOL (that is, those families that have submitted any written admission request, such as a seat reservation, participation in a waitlist, document submission, etc.), prior to filling out the Family Referral Form shall not be eligible for the discounts offered by this POLICY. In this case, neither the referred family nor the referring family shall benefit from the discounts established by this POLICY. In the case of REFERRED FAMILIES, this policy applies exclusively to families that have not yet submitted any written admission request to the school. At the time of the first admission request, such families must clarify that they are included in this POLICY and identify the referring person.

3.2. Discount

Upon successful enrollment of the respective student(s) of the REFERRED FAMILY, the discount will be granted in the following manner: the REFERRING FAMILY shall receive a discount of 10% (ten percent) over the monthly tuition installment of the student enrolled in the most advanced course of study, if applicable. This discount shall be applied to the months



following the next payment due after the enrollment of the REFERRED FAMILY takes effect. The corresponding student of the REFERRED FAMILY shall receive a 5% (five percent) discount applied immediately to the first installment under the terms of item 3.3.4.

3.2.1. The granting of the discount to the REFERRING FAMILY shall depend on the effective enrollment of the REFERRED FAMILY and shall be granted on future installments, independently of the month the referred student starts. This discount shall not have any retroactive effect.

3.2.2. The discounts granted under this POLICY shall be valid exclusively for the 2024-2025 academic year. This document does not create any right or expectation of rights regarding any academic year following the 2024–2025 academic year.

3.2.3. The discount belongs to the respective REFERRING FAMILY and the REFERRED FAMILY and is non-transferable and cannot be exchanged for cash.

3.2.4. For REFERRING FAMILIES who opt to pay tuition in advance, the 10% (ten percent) discount associated with referring new students may be applied to other school services, such as the Food Program and After-School Program.

3.2.5 In case of multiple referrals by the same REFERRING FAMILY, the total discount granted to the REFERRING FAMILY shall not exceed 50% (fifty percent) of the tuition fees of the student of that family who is enrolled in the most advanced program. If multiple students from the same family are enrolled, the discount shall be applied exclusively to the student of that family enrolled in the most advanced program, as set forth in Section 3.2.

3.2.6 If the same REFERRING FAMILY enrolls more than one student, the discount shall be granted on the tuition fees of a single student, the one in the most advanced course, as set forth in Section 3.2.



3.2.7. The REFERRING FAMILY or REFERRED FAMILY who fails to pay any of the monthly installments on time according to the instructions on the bank payment slip shall lose the right to the discount.

3.2.8 The REFERRING FAMILY whose REFERRED FAMILY terminates the contract for educational services with the SCHOOL before the end of the 2024–2025 academic year shall lose the right to the discount.

3.2.9 The discounts established in this policy are cumulative with the discounts set forth in the 2024 –2025 educational services contract, respecting the limit established in clause 3.2.5.

3.2.10. If the REFERRING FAMILY does not have any family members (such as children or grandchildren) enrolled at the SCHOOL in the corresponding school year, then such a family shall not receive any benefit from this POLICY. Its "credits" shall not be used by nor transmitted to anyone. Only the REFERRED FAMILY will benefit, within the limits established by this policy, especially in regard to those set forth in the caput above.

3.3. Criteria for Successful Referral

For a referral to be considered successful, all the following criteria must be met:

3.3.1. The REFERRED FAMILY must not have had any child currently or previously enrolled in the SCHOOL prior to adhering to this POLICY.

3.3.2. The REFERRED FAMILY must successfully complete the SCHOOL's admission process, including submitting all required documents and paying the applicable fees and the first installment. Only then shall the process be completed.

3.3.3. The REFERRED FAMILY must acknowledge the REFERRING FAMILY on the registration form, provided the REFERRING FAMILY has complied with this POLICY, especially the deadline and item 3.1.2 above.



3.3.4. If a REFERRED FAMILY is referred by more than one REFERRING FAMILY, the REFERRED FAMILY must inform which REFERRING FAMILY will be the beneficiary of the discount. Only one student of the REFERRING FAMILY chosen by the REFERRED FAMILY (the student in the most advanced grade) will receive the discount.

3.4. Duration of the Policy

This POLICY is now a permanent policy on enrollment by referral. The SCHOOL reserves the right to modify, update, or terminate this policy at any time, with or without notice, as necessary to meet institutional needs or changes in operating conditions.

4. Processing of Personal Data

The personal data collected in the "FAMILY REFERRAL FORM" are necessary to implement this referral policy and shall be processed for this purpose only and deleted/erased within twelve (12) months if the discount implementation process is not completed. The SCHOOL will not share the data with third parties except to fulfill a legal obligation and/or in the regular exercise of rights in judicial, administrative, or arbitral proceedings.

5. Policy Review

This POLICY will be reviewed and updated periodically to ensure compliance with best practices and to adapt to changes in market conditions.

By participating in the Family Referral Enrollment Process, both the REFERRING FAMILY and the REFERRED FAMILY agree to comply with the terms and conditions of this POLICY. Non-compliance may result in the loss of any discounts granted. Disqualification of the discount policy can occur in case of default, by providing false information, or by violating any of the conditions stipulated in this POLICY.



FAMILY REFERRAL FORM

Instructions: To participate in the Family Referral Enrollment Campaign, please complete this Family Referral Form and submit it to the School Admissions Department. By completing this form, you agree to the terms and conditions of the Family Referral Enrollment Policy.

Section 1: REFERRING FAMILY Information

1.1 Full Name of Responsible Party: _____

1.2 Email: _____

1.3 Phone: _____

1.4 Name(s) of currently enrolled student(s): _____

Section 2: REFERRED FAMILY Information

2.1 Contact Name: _____

2.2 Email: _____

2.3 Phone: _____

2.4 Relationship with the Referring Family (friend, neighbor, relative, acquaintance, etc.): _____

Section 3: Declaration and Signature

I, _____ (name of the responsible party of the REFERRING FAMILY), confirm that the information provided in this form is true and accurate. I understand that the School has the right to verify the information provided and that any incorrect or misleading information may result in the disqualification of the Referring Family from the campaign and the loss of any discounts earned.

Signature: _____ Date: _____