



## **New Student Referral Tuition Credit**

Here is a great way to help reduce your tuition costs and bless our school! St. Joseph will provide any current family with a \$100 tuition credit for each new family they refer to St. Joseph who registers and remains enrolled. Here are the details:

1. To be eligible for the tuition credit, a current family referring a prospective family to St. Joseph Catholic School must notify the school by filling out and submitting the referral form.
  2. St. Joseph Catholic School, upon receipt of a referral form, will contact the prospective family.
  3. In the event the prospective family does enroll with St. Joseph Catholic School within 12 months from the date of referral and remains enrolled more than 90 days during school months, the school will apply the credit to the referring family's tuition, so long as the criteria below are met.
- Current families who have less than \$100 in remaining tuition obligations at the time of their entitlement to credit shall receive tuition credit for the following school year
  - Current families may receive multiple new family referral credits, not to exceed their total tuition obligations for the current school year
  - Referral credits may only be applied toward tuition. They may not be applied toward registration or other school-related fees.
  - Current families must be current on all tuition and fees to receive tuition credit

### **Families That Can Be Referred**

- New families to St. Joseph Catholic School
- Previously enrolled families who have had a student leave the school for two or more years and then returns. (Example: a family left the school after their child completed 2nd grade and then the family/student returned in 5th grade or later)
- This program is for referral of new families only into the school from pre-school through grade eight. It does not include referral of students for before/after care.

### **Additional Information**

- The enrollment of a child of a family with other children at St. Joseph Catholic School does not generate a referral credit for a current family.
- Tuition credits are non-transferable and have no cash value if and when a current family leaves St. Joseph Catholic School for any reason.
- The initial family to refer a new family will be the only referring entity eligible (first come, first served) for the tuition credit.
- In any conflict or dispute regarding the referral tuition credit program, the decision of the principal of St. Joseph Catholic School or his/her designee will be considered final.
- These guidelines are subject to interpretation and change by St. Joseph Catholic School at any time. It is the intent to continue in subsequent years. St. Joseph Catholic School reserves the right to change or discontinue this program.
- Employees of St. Joseph Parish and School are not eligible for tuition credits.



## New Family Referral Form

Once you have identified a family for consideration:

1. Obtain their permission to submit their name for consideration.
2. Complete and sign this New Family Referral Form.
3. Send the completed and signed form to St. Joseph Catholic School.

### YOUR family/individual information

Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_ City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Email address: \_\_\_\_\_

Your Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

### FAMILY YOU'RE REFERRING family/student information

Parent Name(s): \_\_\_\_\_  
Street Address: \_\_\_\_\_ City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Email address: \_\_\_\_\_

Student Name(s)	Grade Level
_____	_____
_____	_____
_____	_____
_____	_____

(Office Use Only)

New family enrollment date: \_\_\_\_\_ Completed 90 days of school year: Y N (circle one)  
\$100 tuition credit for current family credited on: \_\_\_\_\_(date)