

ST. MARY CATHOLIC SCHOOL NEW STUDENT REFERRAL PROGRAM

SMCS is implementing a New Student Referral Program for the 2020-2021 school year. Current SMCS families can earn a **\$300 tuition credit** (\$100 tuition credit per trimester for enrolled status) for each new student that is referred and actually enrolls in grades Pre-K full day through grade 8 and attends SMCS during the 2020-2021 school year. (Refer a family that enrolls two students and receive a \$600 tuition credit. Refer a family that enrolls three students and receive a \$900 tuition credit. Maximum tuition credit amount annually is \$900). The tuition credit amount for referring a family who enrolls a student in the Pre-K half day program is \$150 (\$50 tuition credit per trimester for enrolled status).

What does the Referring Family need to do? Families referring a new student must complete the New Student Referral Tuition Credit form (see page 2 of this document). Paper copies of the form are also available in the school's front office.

What does the Family being Referred need to do? The family you are referring must indicate that you referred them when filling out their online SMCS application for the 2020-2021 school year. The last question on the application asks, "How did you hear about us?" The new family must select family/friend and then type in the name of the referring family. New families cannot add family referrals after submission of the initial online application for enrollment. **The name on the new family's application must match your name as listed on the referral submission form.**

Submission deadline: New Student Referral submission forms must be completed by September 15, 2020. Submission receipt will be determined based on the online form submission time stamp or USPS postmark date, as the case may be. Submissions received after the deadline are not accepted.

Distribution of tuition credit: The tuition credit amount will be applied to your FACTS account in three equal amounts at the end of each trimester. The new student referred by your family must maintain an "enrolled" status at the time of each distribution in order to receive your tuition credit. Families who pay their tuition in full before the school year will receive incentive reward checks on the dates listed above instead of tuition credits.

Eligibility criteria: The New Student Referral Program is for parents or guardians who are financially responsible for enrolled students at the time of credit distribution. Family members who are not financially responsible are not eligible to receive this credit. The New Student Referral Program is limited to the referral of brand new families enrolling at SMCS. Families who have already had a student enrolled at SMCS previously cannot be referred through this program.

**This program will be reevaluated each school year and will not automatically continue from year to year.*

New Family Referral Tuition Credit Form

School Year: 2020-2021

Referring Family:

Last Name: _____ First Name: _____

Email: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Prospective Students:

Student Name: _____ Grade entering in Fall _____

School Currently Attending: _____

Student Name: _____ Grade entering in Fall _____

School Currently Attending: _____

Student Name: _____ Grade entering in Fall _____

School Currently Attending: _____

By signing this document, I am indicating that I have read and understand the New Student Referral Program rules, and will abide by them.

Referring Person's Signature

Date

NOTE: A separate form is required for each new family referred through this program.

For school use only

Date Reviewed: _____	Awarded: _____	yes	no
1 st trimester award _____	Amount: _____	Added to FACTS Tuition	_____
2 nd trimester award _____	Amount: _____	Added to FACTS Tuition	_____
3 rd trimester award _____	Amount: _____	Added to FACTS Tuition	_____