

**SPREAD  
THE  
WORD  
&**



**GET REWARDED**

*Take part  
in the STB  
Referral Program  
and receive a  
**\$500 credit**  
off your  
family's tuition.*



**SAINT BERNARD'S**  
ELEMENTARY SCHOOL  
— *Founded in 1886* —

**The purpose of the STB Family Referral Program is to encourage and reward our current families for increasing and sustaining the enrollment at St. Bernard's Elementary School.**

The Referral Program is available to our STB families throughout the year.

#### **Referral Tuition Reduction Defined**

- A tuition reduction of \$500.00 will be credited to current families who successfully recruit and/or refer a new family to St. Bernard's Elementary School. The credit will be applied at the completion of the new family's first two (2) quarters at STB.
- The referral credit is per family that enrolls.

#### **Program Eligibility**

- The referring STB family must have a currently enrolled student at St. Bernard's Elementary School.
- The referred family may not have attended St. Bernard's Elementary School in the past three years.
- A Family Referral Certificate should be submitted to the School Office prior to the referred family's first contact with STB. The referred child/children must attend St. Bernard's Elementary School for two (2) quarters for the referral to qualify our STB family for a tuition credit or refund.

## How a Tuition Credit or Refund is Issued

The tuition reduction will be credited by St. Bernard's Elementary School to the referring STB family after the new family's student/students have completed two (2) quarters at our school. The Office will review the form of payment established by the STB family. Tuition credit will be applied to a FACTS account in good standing or a refund will be made on an account paid in full.

*A Family Referral Certificate should be completed and submitted to the School Office prior to the referred family's first contact with St. Bernard's Elementary School in order for the STB family to be eligible for the tuition reduction program. Please use the certificate below. Certificates are also available in the Office or may be downloaded from the STB website. Exceptions to this may be made when a prospective family clearly identifies the STB family at their initial contact with the school, or if the STB family initiates the process for the family they are referring. A certificate will be filled out at that time.*

*A representative of the school will follow up with the referred family to provide additional information and enrollment materials, to set up an appointment to meet with the Principal and tour the school, and to offer older students the opportunity to spend a day with prospective classmates.*

## Family Referral Certificate

### Referring STB Family Information

STB Family Name: \_\_\_\_\_ Phone or Email: \_\_\_\_\_

### Prospective Family Information

#### Parent/Parents Name(s):

Father: \_\_\_\_\_ Mother: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

#### Names and Grades of Prospective Students:

Name: \_\_\_\_\_ Gr: \_\_\_\_\_

Name: \_\_\_\_\_ Gr: \_\_\_\_\_

Name: \_\_\_\_\_ Gr: \_\_\_\_\_

Name: \_\_\_\_\_ Gr: \_\_\_\_\_

<i>For Office Use Only</i>	<b>Date Received in STB Office</b>	<b>Initials of Office Staff</b>
Referral Certificate		
Registration Forms and Deposit		
Student(s) in Attendance for Two Quarters		
Tuition Credit/Refund of \$500.00 Applied		