

**SPREAD
THE
WORD**

&



GET REWARDED

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

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) trimesters 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) trimesters for the referral to qualify our STB family for a tuition credit.



**SAINT BERNARD'S
ELEMENTARY SCHOOL**

— *Founded in 1886* —

How a Tuition Credit 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) trimesters 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 credit will be applied towards the next school year's tuition.

*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 credit 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

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>	Date Received in STB Office	Initials of Office Staff
Referral Certificate		
Registration Forms and Deposit		
Student(s) in attendance for Two Trimesters		
Tuition Credit of \$500.00 Applied		