



**ST. CHARLES  
BORROMEO  
SCHOOL**

**ENROLLMENT REFERRAL INCENTIVE PROGRAM  
2018-2019 SCHOOL YEAR**

As a means of promoting continued increases in enrollment at St. Charles Borromeo Elementary School, and to reward existing families for their efforts in promoting our school, an Enrollment Referral Incentive Program will be offered for the 2018-2019 school year.

**The incentive program:**

- Any current student's family whose outreach and referral efforts result in a new family registering their child (ren) at St. Charles Borromeo for the 2018-2019 school year will receive a one-time tuition credit in April 2019 of \$75 for each new family registered, up to a maximum of \$225.

**Program conditions:**

- A parent/guardian from the referring family **must**
  - Accompany the prospective family to St. Charles Borromeo for a meeting with the school principal, or his designee, and
  - Complete and sign a referral form at the time of the meeting with the principal to initiate the referral process; and as such, retroactive referrals will not be accepted.
- The prospective family must have had no previous contact with the school regarding enrollment prior to this meeting.
- The referral credit for the referring family will be applied to their tuition bill in April 2019 if:
  - The new family's child has continued to be enrolled in the school through February 2019, and
  - The referring family has remained current on their tuition payments.

**Referring Family Info**

**Referring Family Name:**

**Name of Current Student(s):**

**Phone:**

**Email:**

**Signature:**

**Prospect Family Info**

**New Family Name:**

**Name of New Student(s):**

**New Family Address:**

**New Family Email:**

FOR OFFICE USE ONLY

<b>Date Submitted</b>	<b>Date New Family Enrolled</b>