



FAITH IN EDUCATION

New Family Referral Program

Many families hear about St. Anne-Pacelli Catholic School through a personal referral from an existing school family. To reward you for promoting our school, your family can earn a \$500 tuition credit for referring a family that enrolls. Here's how it works:

- The referral program is available to parents or guardians of enrolled Preschool-12th grade students.
- Referral award consideration is limited to **new families** enrolling at St. Anne-Pacelli and does not apply to returning students. Siblings of current students are not eligible for a referral award.
- **A New Student Referral Program form must be on file with Admissions prior to the new family's registration.** Referrals may be submitted online through the school website or by using the New Student Referral Program forms available in the School Office. Admissions will acknowledge receipt of a referral form via e-mail.
- If multiple referrals are received for the same family, the referral award will be credited to the family listed by the new student on their application for admission. If no referring family is listed on the application, the referral credit will be split between the referring families.
- There is no limit to the credits that can be earned. Refer two families who enroll and receive a \$1,000 tuition credit, etc. Because incentives are subject to Federal income tax, families must complete a W-9 form in order to receive the tuition credit. If the referral credits total \$600 or more, a 1099 will be issued for income tax purposes.
- Tuition credits will be applied to the referring family balance in October. New students must be enrolled and the family must be current on tuition payments in order for a referral tuition credit to be issued.
- Any family referring a new student enrolling after the start of the school year, but prior to the second semester will receive 50% of the incentive award. These credits will be issued in March.

Thank you for your referral !!

Please complete and return to Admissions in the school office.

Your Name: _____

E-mail to acknowledge receipt of this referral form:

Prospective Family Information

Parent Name(s):

Phone number: _____

Address: _____

Email Address: _____

Prospective Student Name(s):

Current Grade

Current Grade

Current Grade

This referral is for school year: _____

Date completed: _____