



## New Family Referral Incentive Program

***Thank you for referring new students and families to  
St. Mary of the Lakes School!***

We recognize that our current school families are often our biggest cheerleaders, and your personal experience is our most valuable marketing tool. To thank you for that, this year we want to reward families for recruiting new students to our school by implementing a **New Family Referral Program**. A tuition credit will be awarded to a current St. Mary of the Lakes School family for each new family that is referred to, enrolls and attends St. Mary of the Lakes School. Refer a family that enrolls one student and receive a \$250 credit, two students \$375, three or more students and receive a \$500 credit. It is our way of saying “Thank you” for your trust and confidence in our school.

To be eligible for the St. Mary of the Lakes Referral Incentive Program:

- The current SML families, parents or guardians who are paying tuition for enrolled students must be in good financial standing.
- The referring family must have a student currently enrolled in SML Kindergarten through 7th grade at time of referral.
- The new family must be a new family to SML not a returning family or a returning family with a new student.
- The new student(s) must be enrolling in Kindergarten through 8<sup>th</sup> grade.

Program Details:

- Distribution Award dates will be September 1<sup>st</sup> and February 1<sup>st</sup>.
- Referred students must be enrolled at the beginning of a semester for the referring family to receive their distribution on the following distribution date. *(If a referred student begins mid-semester, the referral award will be distributed on the distribution date after the enrolled family has been enrolled in SML for at least 3 months).*
- Referring families paying by auto enroll will receive a credit. Families who pay their tuition in full before the school year begins will receive an award check.
- The new family *must* write referring family’s name on their Tuition Contract. Once this Tuition Contract is turned in a referring family name

cannot be added.

- A signed New Family Referral Incentive Program Form must be on file at the Principal's Office prior to the reward distribution.
- Failure to turn in a completed New Family Referral Incentive Program Form will make the referring family ineligible for the reward.
- If more than one family submits a form, the tuition credit will be split between the two families.
- The SML Business Office will notify the referring family of the new family's enrollment and eligibility for bonus once the new family has been accepted and completed the enrollment process.
- Acceptance of a new student is subject to available space.
- Referring family will receive their credit within 30 days after the new student/family's first semester. The new family must be enrolled for at least 3 months and must also be in good financial standing.
- When the credit is ready to be processed, the Business Office will contact the referring family.
- Interpretation of the program is at the discretion of the Principal and the Business Office.

To participate in the New Student Referral Program, complete the Referral Program **form below** or obtain one in the school's main office or on the school or parish websites: [www.smlschool.org](http://www.smlschool.org) or [www.smlparish.org](http://www.smlparish.org).



## New Family Referral Incentive Program Form

We, the \_\_\_\_\_ Family, have been referred by the  
\_\_\_\_\_ Family to St. Mary of the Lakes School.

### Referred Family Information:

Parent name (s): \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade (2017-2018) \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade (2017-2018) \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade (2017-2018) \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade (2017-2018) \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email address: \_\_\_\_\_

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Remember to include the referring family name on your tuition contract.  
Return this form to the school main office.