



ST. MARY'S SPRINGS

Academy

## Refer-A-Family Program

**Refer-A-Family Program Purpose:** The purpose of the program is to reward current St. Mary's Springs Academy families for increasing and sustaining enrollment at St. Mary's Springs Academy.

**Refer-A-Family Award Definition:** A referral award is part of a defined referral award program. A referral award is paid to a current SMSA family who successfully recruits and/or refers a new student to St. Mary's Springs Academy.

### Current Family Eligibility:

- The referring family must have a currently enrolled student at SMSA and the referred family may not have attended SMSA in the past.
- In order for the referring family to be eligible for the award, they must complete and submit the referral family certificate (attached) to the SMSA Business Office. Certificates will be accepted throughout the year. The certificate is available in the SMSA Business Office or downloaded from the SMSA website.
- Although the referral will be accepted throughout the year, the referring family must complete the referral family certificate prior to the referred family contacting SMSA. Exception may be made for those referred families who clearly identify the family who referred them at their initial contact with SMSA.
- Once a family is referred to SMSA, a school representative will make contact with the referred family to invite them to an Open House, tour SMSA, offer an opportunity to shadow in class, or provide additional information about SMSA. The referring family should continue to promote SMSA and act as the prospective family's ambassador.

### Refer-A-Family Program Policies:

- The Refer-A-Family program will remain in effect for the duration of the school year.
- The Refer-A-Family referral award will be available while enrollment is below capacity. If enrollment reached full capacity, the referral program award program may be suspended.
- Not all aspects of this program will be in writing.
- The Refer-A-Family program award amounts and policies may be modified or discontinued at any time.
- Final approval will be made once the Refer-A-Family Program Referral Certificate is signed by the referring family, the referred family and a representative of SMSA Administration.
- Submission does not guarantee the prospective family has not previously been referred, in which case you will be informed in a timely manner and your referral voided.

### Refer-A-Family Program Awards:

- The Refer-A-Family Award will be deducted from the families existing, current year balance or in situations where tuition has been paid in full, the family will be issued a check.
- Payments/credits will be issued at the completion of 1st quarter (for families beginning in the fall) and 3rd quarter (for families beginning at 2nd semester).
- A **\$500** tuition credit to the current SMSA family for each successfully referred family of a newly enrolled student. There is no limit on the number of referral awards a current SMSA family can receive.



## Refer-A-Family Program Referral Certificate

Prospective Student(s) Name (only one sheet per family)	
Enrollment Grade(s): (K3 through 8th Grade) School Year	
Prospective Parent's Names	
Prospective Family Address	
Prospective Family Telephone(s)	
Information about this family	
Referring Family Name	
Referring Family Phone Number	

### Office Use Only

Date received in Business Office	
Referring Family Name: Discount Amount: \$	

<input type="checkbox"/> Registration Forms and Deposit Received
<input type="checkbox"/> Approved for Refer-A-Family via <input type="checkbox"/> tuition credit <input type="checkbox"/> check (# _____)
Date posted: _____ by: _____