

**CENTRAL BAPTIST SCHOOL  
NEW FAMILY REFERRAL PROGRAM  
POLICY GUIDELINES**



**Program**

- The New Family Referral program credits a Central Baptist School family that refer new families who enroll students in full-time attendance.
- The referring family is credited \$500 toward tuition for each new full-time student that the new family enrolls.

**Eligible Participants**

- All current parents or guardians paying tuition for enrolled students (K3 – 12<sup>th</sup> grade) on the dates when discounts are applied.
- Employees are not eligible.

**Referral Process**

- Make certain that the family specifies your name during the enrollment application process by placing your name in the referral box on their application.
- Submit a signed New Family Referral Program form in the school office prior to the new student's first day of attendance at Central Baptist School.

**Eligible Referrals**

- New families that have not previously been enrolled at Central Baptist School. New families are those who have not contacted the school prior to January 1, 2018.
- One can refer any number of families and students. The discount will be applied for each student. The total tuition discount will not exceed the total tuition for the referring family.
- Tuition discounts are available for referrals made between January 1 and August 31, 2018.
- The new student(s) must begin attendance in the school by October 1, 2018.

**Discount Application**

- The tuition discount will be credited in two installments. \$100 for each new full-time student referred will be credited in September. \$400 for each new full-time student referred will be credited in January. Families who pay their tuition entirely before the school year begins may receive their credit at their discretion.
- The referring family and the referred students must be enrolled at the time of each installment for the referring family to receive the tuition discount.
- The tuition credit will be prorated if the new student is referred by multiple families.

**Limitations**

- The new students must meet the normal enrollment criteria of the school.
- The discount will apply only to tuition, not to any other charges.
- The discount does not apply to returning students or siblings of current Central Baptist School families.
- Referrals cannot be retroactively. Referrals and credits cannot be rolled over to future years.
- The tuition credit is only valid for the first year in which the new student enrolls in our school.
- Referral tuition credits may not be transferred.
- The program is subject to enrollment restrictions, such as the capping of class size.
- Central Baptist School has the right to revise or cancel this program at any time.



Central Baptist School  
New Family  
Referral Form

***To be completed by the referring family***

***The deadline for submission is prior to the new student's first day of attendance.***

**New or Referred Family**

New Parent Name(s): \_\_\_\_\_

Student 1 Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student 2 Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student 3 Name: \_\_\_\_\_ Grade: \_\_\_\_\_

**Referring Family**

Your Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

I attest that we have referred the above new student(s) to Central Baptist School.

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

Student Name: \_\_\_\_\_

Thank you for referring Central Baptist School!