

INCENTIVE PROGRAM DESCRIPTION AND PROCEDURES

- The New Student Referral Incentive Program awards a referring St. Philip's School and Community Center family with a **\$200 tuition credit** for each new student that is referred to and actually enrolls in and attends St. Philip's School and Community Center. (Refer a family that enrolls two students and receive a \$400 tuition credit, refer a family that enrolls three students and receive a \$600 tuition credit, etc.)
- The referral program is for parents or guardians who are paying tuition for enrolled students (PK2 through 6th grade).
- A \$100 incentive award per newly referred PK2-6th grade student is applied two times per school year in October and March. Referred students must be enrolled at the beginning of a semester for the referring family to receive their first distribution. (If a referred student begins mid-semester, the referral award distribution will begin during the second semester of enrollment.)
 - Families who pay monthly payments will receive a credit to their account.
 - Families who pay their tuition in full before the school year begins will receive an incentive award check.
- A signed New Student Referral Incentive Program form or an online referral submission form must be on file in the Admission Office two weeks prior to the reward distribution (October and March) and **a name match must be indicated in the Referral Verification box on the new student's Enrollment Application.** (*New Student Referral Incentive Program forms are available at the front desk or via Parentsweb/Renweb*)
 - **Submission deadlines:** September 15 for October award; February 15 for March award.
 - Turning in a completed Referral Incentive Program form after the deadline will reduce the award by half (family will receive second distribution only).
 - Failure to turn in a completed Referral Incentive Program form will make the referring family ineligible for the reward.
 - Incentive award consideration is limited to the referral of brand new families enrolling students at SPSCC and does not apply to students transferring, returning, nor families who have previously had students at SPSCC.

NOTE: *The referring family name must be on the new student application. The referring family must fill out a New Student Referral Incentive Program form before the submission deadlines. (Paper forms can be filled out and turned in to the Admission office.)*

NEW STUDENT REFERRAL INCENTIVE PROGRAM VERIFICATION

(for the Referring St. Philip's Family)

Please complete and return this form to:

St. Philip's School & Community Center | Referral Incentive Program | 1600
Pennsylvania Avenue | Dallas, TX 75215,

or fill it out online at: www.stphilips1600.org/admissions/referral.cfm

Your Name: _____

Your Child's Full Name: _____

Phone Number: (____) _____

Email: _____

Address: _____

City: _____ State: _____ Zip: _____

I/We have referred the following family to St. Philip's School & Community Center:

New Parent Name(s): _____

New Student Name: _____

Grade(2019-2020): _____

New Student Name: _____

Grade(2019-2020): _____

New Student Name: _____

Grade(2019-2020): _____

New Student Name: _____

Grade(2019-2020): _____

Thank you for your referral to St. Philip's School & Community Center!