



St. Robert School Tuition Referral Program

St Robert families are the best ambassadors to promote our school. The Tuition Referral Program rewards you for sharing your experience, promoting our school and referring new families that successfully enroll. The Tuition Referral Program offers current St. Robert families \$750 for referring each new family that enrolls - and the sky is the limit!

Here's how it works:

- The Tuition Referral Program is open to all parents or legal guardians with 4K – 8th grade students enrolled at St. Robert School.
- A tuition referral award (“award”) will be given for referring each new family that successfully enrolls in the school. To qualify for the award, referred students cannot have a sibling currently or previously enrolled in St. Robert, and the family cannot already be in the St. Robert Prospective Family Database, as maintained by the school.
- Referrals should be acknowledged during the initial contact with the school. To receive the award one of the following must occur:
 - (1) The **referring (current St. Robert) family** submits this completed Tuition Referral Form to the school office. *Note: 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.*
 - (2) The **prospective family** submits the referring family’s name on the Application for Admission.
**Note: In either steps 1 or 2, a method of documentation is required to qualify for the award.*
- The referring family is required to choose their preferred method of reimbursement from the following options:
 - Tuition credit to the current family’s account
 - Cash in the form of a check
- Awards will be processed twice per year in December and April respectively. New families must be currently enrolled as of November 30 or March 31 for the award to be earned. Referrals qualify for new families that start school anytime during the published school year.
- All regular student enrollment criteria must be met in order for this program to apply. The final decision for student acceptance rests with the Principal.
- There is no limit to the number of new families one can refer or be awarded.
- The number of children enrolled (full or part-time) per new family does not change the award amount. This means whether the family has one or eight children the award is still \$750 per new family.
- The policy is intended to avoid multiple referrals per new family, however in such a case, the Principal has the authority to award one, or multiple families, a fair percentage of the award.
- The St. Robert Tuition Referral Program is subject to review, modification and/or termination at any time. Interpretation of program parameters will be at the discretion of the Principal.

St. Robert School Tuition Referral Form

This form is to be completed by a current St. Robert School family.

I/We _____ have referred
(Name of referring/current family)

_____ to St. Robert School.
(Name of new/prospective family)

New Parent Name(s): _____

Address: _____

Contact Information: _____

New Student Name: _____ Grade: _____

New Student Name: _____ Grade: _____

New Student Name: _____ Grade: _____

New Student Name: _____ Grade: _____

Note: 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.

Please return to St. Robert School Office, St. Robert School, 2200 East Capitol Drive, Shorewood, WI