

# Refer a Friend

Receive a \$500 tuition credit as a thank you



Chesterbrook Academy®

We know that great families know other great families, and the highest compliment our parents can give us is the referral of a family member, friend, or colleague.

Every child deserves a Chesterbrook Academy education. By sharing our school with others, you help to ensure that other students receive the same outstanding education as your child, while helping our community to thrive and grow.

## The referral program is really simple:

1. Refer a family member, friend, or colleague to any program offered at your campuses.
2. The referring family will receive a tuition credit of \$500 for every new student referred (up to three students). The referred family will also receive a \$500 family tuition credit.
3. New to our school this year? You can still participate by referring other new families.

## Participation is easy!

You can make an email introduction, and we can take it from there.

### For any questions, please call our office:

Chesterbrook Academy

(610) 692 -7617

Campus

Phone Number

### Referred Students

Parent's Name:  (Please Print)

Student's Name:  (Please Print)

Student's Name:  (Please Print)

Student's Name:  (Please Print)

### Referring Family

Campus Name:  (Please Print)

My Name:  (Please Print)

My Signature:

A single-family may refer up to three new enrollments per academic year. Any referral credit earned will be applied to the remaining balance due on a family's accounts based on their chosen academic tuition payment plan. A credit will be used if no balance is owed on the account. If the referring family enrolls more than one child, the tuition credit will be applied to the oldest child's tuition. The tuition credit for the referral program is applied only to a student's academic tuition amount. Children of SEG staff and faculty do not qualify for participation in this program. The referral credit will be forfeited if a referring/referred family does not complete the entire school year.

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## Frequently Asked Questions

### How are NEW and REFERRING families defined?

New families are defined as families who have never applied to our school. Referring families are defined as families who have applied or are enrolled in our school.

### Can I refer a friend, family member, or colleague to enroll their child in any program on one of our campuses?

Yes.

### What is the maximum number of referrals for which I may receive credit?

Three new students may be referred, up to a tuition credit of \$1,500.

### How does a family share participation in the referral program with the school?

The family making the referral simply completes the Refer-A-Friend Form.

### When is the referral credit processed?

The referral credit will be validated and added when (1) the referred student submits his/her completed enrollment agreement including the non-refundable tuition and (2) when the referring family has completed re-enrollment.

### Once my referral completes the enrollment process, how do we receive the tuition referral credit?

Any referral credit earned will be applied to the remaining balance due on a family's account based on their chosen academic tuition payment plan. If no balance is owed on the account, a credit will be applied.

### What happens to the tuition referral credits if either the referred student or the student who gave the referral subsequently withdraws?

If the student of the referred and/or student of the referring family does not complete the entire school year, any remaining tuition referral credit will be forfeited.

### Does my tuition referral credit amount change if I change programs during the school year?

No, it does not change.

### If a referring family has more than one student enrolled, may they choose which student to apply the referral award to?

No. The tuition credit will be applied to the oldest child's tuition.

### May the tuition referral credit be applied to extended day, after school clubs, or summer programming?

No, the tuition referral credit is applied only to a student's academic tuition amount.