



## St. Matthew New Student Referral Program

Many of our families hear about St. Matthew Catholic School through a personal referral from an existing school family. You are our best form of advertising, and we want to reward you for promoting our school to your family and friends! Through our **Student Referral Program**, your family can receive a **\$250 tuition credit or an 10 share hour credit** for referring one new K-8 family; or a **\$500 tuition credit or 20 share hours** for referring two new K-8 families\*.

### How it works:

- The New Student Referral Program is open to all parents or legal guardians with K through 8<sup>th</sup> grade students enrolled at St. Matthew School, and teachers and staff from St. Matthew Catholic School.
- Tuition credit awards will be given for referring **new K-8 families** to the school. To qualify for the incentive, referred students cannot have a sibling currently or previously enrolled in St. Matthew, and the family cannot already be included in the St. Matthew Prospective Students database.
- To qualify, referrals must be acknowledged during initial contact with the school. **To receive tuition credit, the Referring Family must ensure that the Prospective Family submits the Referral Form at the time of their first visit.**
- Tuition credit will be awarded after the Referred family submits an enrollment application and all registration forms are received by the Registrar. To qualify, Referred families must remain in good financial standing with the school for 30 days.
- Tuition credits will be applied in October for students starting at the beginning of the school year. Credits for students starting through the end of December will be applied one month following the start date of the referred family. Tuition credit for students starting from January – May will be applied in October if the student remains enrolled at St. Matthew for the following school year.

\*Each St. Matthew family can be awarded up to two referrals per school year for a maximum of \$500 in tuition credit, or 20 share hours. The Student Referral Program is subject to review and modification. Interpretation of program parameters will be at the discretion of the principal.

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## St. Matthew Catholic School ~ New Student Referral Program

**This form is to be completed by current St. Matthew Catholic School families and returned by the Referred family at the time of their first visit.**

I/We \_\_\_\_\_ have referred  
*(Name of Referring Family)*  
\_\_\_\_\_ to St. Matthew Catholic School.  
*(Name of New Family)*

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

Email: \_\_\_\_\_

Address: \_\_\_\_\_

New Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

New Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

New Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

New Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

**Please return to St. Matthew Catholic School, 221 SE Walnut St., Hillsboro, OR 97124, 503-648-2512.**