



## Refer a Family Guidelines

### TERMS:

- **Referred by:** currently enrolled family (for a minimum of one school year) at FPS
- **New:** have not been enrolled at FPS within the last 12 months

### GUIDELINES:

- **\$500 tuition credit for an existing family who recommends a NEW family to FPS.**
  - The tuition credit is awarded on a “per family” basis, not a “per child” basis.
  - The tuition credit is awarded only if the referred (new) family does not require any form of financial aid or tuition discount.
  - Limit: 10 referrals per current FPS family.
  - Only one referring family per new family will be eligible for referral discount.
  - Referrals will not be multiplied for multiple referring families.
  - Split referrals up to \$500 at the request/approval of both parties.
- **Referral period ends 8/31**
- **Required: Complete the attached Referral form for each new family referred.**
  - The Referral Form must be signed by both the FPS referring family & new family.
  - The Referral Form must be **presented for date stamp to Mary Lou Luckie by 8/31.**
  - Signed Forms will be accepted in person or via email to Heather Galloway at [heather.galloway@furtahprep.org](mailto:heather.galloway@furtahprep.org)

- Communication from anyone other than the referring family will not be accepted.
- Incomplete forms will not be considered.
- Credits exceeding \$600 require FPS to issue, to the recipient, a 1099 statement indicating earned income. **A W9 must accompany your referral form.**
- **Referral credits** will be applied in the form of a **reduction to all monthly tuition payments starting 10/15.**
- **Tuition credit(s) is distributed only if the “New” family remains enrolled.**
  - **Example:** if a “New” family that was referred leaves after only 5 months, then tuition credit is only distributed to the “Referred by” family for 5 months and is null and void after the “New” family no longer has active enrollment status.
- Any balance will carry forward on your Tuition bill only until credit is exhausted.
- Credits will not be applied to Application, Re-enrollment, Activity or Athletic Fees or other fees related to your students participation at FPS.
- Determinations of eligibility and qualifying referrals, as well as any exceptions to the guidelines above are at the sole discretion of Furtah Preparatory Administration.

Furtah Preparatory School reserves the right to verify and adjust credits at any time prior to or following posting and redemption. Offer is not transferable or redeemable for cash and is only applied to the current school year.