



THE PALMRIDGE SCHOOL

Preschool • Grade School • High School
Citta Italia Subdivision, Mambog 3, Bacoor, Cavite

January 18, 2019

Dear Parents,

Thank you for being an integral part of The Palmridge School community. Over the past decade, we have achieved plenty of milestones and we are excited to see our school community continue to grow. We are grateful for your loyalty, support, and trust, and as one way of showing our appreciation, we are pleased to announce the TPS Student Referral Program.

As we want to nurture excellence, faith, mind, and body in more children, this program is for parents who actively refer new families to The Palmridge School because they believe that it is truly *"The Premier School of Cavite."*

Please read on to know more about this special program for our most valued school ambassadors - you.

Terms and Guidelines

Duration and Eligibility: The Student Referral Program will run from February 1, 2019 to June 14, 2019 only. This program is for TPS families with a child or children currently enrolled in TPS and who will re-enroll for School Year 2019-2020.

Criteria for Referring/Current Family: A Referring/Current Family must have a cleared account in TPS. They must fill out a Referring/Current Family form to be submitted to the Registrar **PRIOR** to the enrollment of the Referred/New Family. A current TPS family cannot refer own child/ren.

Criteria for Referred/New Family: A Referred/New Family must fill out a Referred/New Family form prior to enrollment. A student who has previously been enrolled in TPS is not considered a new student. Only families with children who have **not been previously enrolled** in TPS and who complete an enrollment application for Nursery to Grade 12 on or before June 14, 2019 qualify as a Referred/New Family in the referral program.

Tuition Credit: Both the Referring/Current Family and the Referred/New Family must accomplish all required forms completely. Referrals may not be made retroactively, meaning the Referring/Current Family must have declared the names of the Referred/New Family prior to their enrollment.

The rebate for the Referring/Current Family is ₱1,000 for every new student they refer. This rebate will only be credited once the Registrar completes verification. This is to make sure that the Referring/Current Family and Referred/New Family have successfully enrolled.

If the Referring/Current Family has paid enrollment fees in cash mode, **the rebate will be given once and the Referred/New Family pays their enrollment fees**. If the Referring/Current Family pays enrollment fees in installment mode, **rebate will be applied on the first monthly/quarterly payment, depending on their installment plan. Rebates will apply for one (1) school year only.**

In case Referring/Current Family decides not to push through with enrollment, the Reservation Fee and other non-refundable fees will not be refunded anymore.

Likewise, if the Referred/New Family decides not to push through with enrollment, the Reservation Fee and other non-refundable fees will stipulated in the School Policies will not be refunded anymore.

We hope you take advantage of this program. Please contact our Business Office 436-7367/484-3600 for clarifications. Thank you once again for your loyalty and support for The Palmridge School!

Very truly yours,

Joseph Enrico I. Zamora
President

ACKNOWLEDGEMENT SLIP

_____ I/We have read the TPS Student Referral Program Letter.

Parent's/Guardian's Signature above Printed Name

Date

Name/s of Student/s