



CHRISTIAN LIBERTY ACADEMY SCHOOL SYSTEM

502 W. Euclid Avenue, Arlington Heights, Illinois 60004-5402

ENROLLMENT REFERRAL FORM

New family referred

Family Name _____
First Last

Spouse _____
First Last

Address _____

City _____ State _____ Zip _____

Date Referred _____

Before you submit your referral, have you...

- Included your family information, especially your Family ID?
- Included all information about the new family you are referring?
- Read the terms and conditions listed below?

KEEP THIS INFORMATION FOR YOUR RECORDS

TERMS AND CONDITIONS

REFERRALS

1. This referral form may be photocopied as many times as needed.
2. There is no limit to the number of families you may refer.
3. One voucher is awarded for each referred new family who enrolls in our homeschool academy (CLASS) under either the *CLASS Administration Plan* or the *Family Administration Plan*. A new family is defined as one that has never been enrolled with CLASS.
4. Referral forms should not be submitted until AFTER the new family enrolls. If the new family has not yet enrolled, the referral form will be returned.
5. Your CLASS family ID number is required to submit a referral. A new family may not submit a referral form until after they are enrolled and are issued their own family ID.
6. If more than one referral is received for a new family, only the first referral received (after the new family has enrolled) will be honored.

VOUCHERS

1. Vouchers must be submitted with a valid enrollment.
2. Vouchers may not be used for enrollment applications already received or in process.
3. Vouchers are valid for tuition only at the time of enrollment. They may not be used for any other charges, costs, or Christian Liberty Press purchases. Vouchers have no cash value.
4. CLASS will only honor ORIGINAL vouchers. Copies, facsimiles, or other reproductions will not be accepted.
5. Vouchers expire two years from the issue date.
6. CLASS will not replace lost or stolen vouchers. At the discretion of CLASS, damaged vouchers may be replaced if the remains of the original document are returned to CLASS with a letter of identification and explanation.
7. Vouchers may be given to another family for use toward their enrollment.

Detach here



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ENROLLMENT REFERRAL FORM

Instructions available on reverse side

Date _____

Dear CLASS,

Please send us our \$50.00 tuition voucher as soon as you ship the books for this new family.

Submit this form AFTER the new family has enrolled

Your family information

Family ID (REQUIRED) _____

Family Name _____
First Last

Spouse _____
First Last

Address _____

City _____ State _____ Zip _____

Phone _____

New family's information

Family Name _____
First Last

Spouse _____
First Last

Address _____

City _____ State _____ Zip _____

OFFICE USE ONLY

RETURN THIS PORTION TO CLASS

REFERRAL INSTRUCTIONS

Please print clearly. Unreadable information may result in an unusable referral.

YOUR FAMILY INFORMATION

Most of the information required can be found on the Packing List / Master Assignment Sheet for any of your students. To facilitate processing, information for the referral should be identical to that found on the Packing List. If there are errors in your name or address, the corrections may be submitted with the referral, but should be on separate paper.

Family ID: Your family identification number can be found above your address on the Packing List / Master Assignment Sheet and on most other correspondence from CLASS.

Family Name: The first and last name of the head of household. This should be printed the same as it appears in the address on your student's Packing List. If, for example, you enrolled under the name "William Jones," you should write it the same; not as "Will Jones," "W. Jones," or "Bill Jones."

Spouse: The first and last name of the head of household's spouse. You do not need to rewrite the last name if it is the same.

Address (including City, State, and Zip): Your full address. If you have a foreign address, you may modify the address lines to make it fit.

Phone: Your phone number where you can be reached should there be any questions or problems.

NEW FAMILY'S INFORMATION

It is imperative that the information listed here be as accurate and complete as possible. If CLASS cannot locate the new family in our computer, we will be unable to send a tuition voucher.

Family Name: The first and last name of the head of household. This should be the family's legal name since this is required on our enrollment application.

Spouse: The first and last name of the head of household's spouse. You do not need to rewrite the last name if it is the same.

Address (including City, State, and Zip): The full address of the family. If it is a foreign address, you may modify the address lines to make it fit.