



THE WE LOVE LJA FAMILY REFERRAL PROGRAM is designed to thank current LJA families for their valued investment in the Le Jardin Academy (LJA) community. We want to honor current LJA families who share about our amazing school. For the 2023-24 school year, the We Love LJA Family Referral Program will provide two rewards; one for referring LJA families and one for new families enrolling in LJA (PK to Grade 12) for the 2023-24 school year.

CURRENT LJA FAMILY

Print Parent Name(s): _____

Name of Student(s): _____

Parent/Guardian Signature: _____

Date: _____ Phone #: _____ Email Address: _____

PLEASE CHECK ONE

☐ Referring family receives credit. (1099-MISC will be issued for credits at or above \$600.)

☐ Designate credit amount to new family.

☐ Designate credit amount to LJA as a tax-deductible gift.

NOTE: A Form W-9 must be submitted with application if credits equal or exceed \$600.

NEW LJA FAMILY

Print Parent Name(s): _____

Name and Grade of Student(s): _____

QUESTIONS

Please call Jen Souza, Director of Admissions, at 261-0707 x1310 if you have any questions. Mail this form to: Le Jardin Academy - Attn: Jen Souza, 917 Kalanianaʻole Highway, Kailua, HI 96734 or email to: jennifer.souza@lejardinacademy.org



PROGRAM DESCRIPTION

CURRENT LJA FAMILIES

will receive a \$1,000 tuition credit for each new family referral enrolling at LJA for the 2023-24 school year. Referred families will also receive a \$1,000 tuition credit for enrolling at LJA for the 2023-24 school year.



REFERRING LJA FAMILY CRITERIA

- The referring family must have a child attending LJA for the 2022-23 school year and be enrolled at LJA for the 2023-24 school year unless the child graduates in the 2022-23 school year.
- The We Love LJA application must be completed and signed by the referring family and new family, designating the allocation of the \$1,000 credit.
- The referring family must submit the We Love LJA application form to the LJA Admissions Office no later than August 15, 2023.
- If the referring family withdraws from LJA prior to December 1, 2023 the credit is forfeited.

PROGRAM DETAILS

- The new student must be a full-time student and attend for at least three months before the credit is awarded.
- If the new student withdraws before the end of the school year, the credit will be prorated effective the date of withdrawal.
- The total amount of credits an LJA family can earn under the We Love LJA referral program is limited to their total tuition and fees less any combined discounts and credits for the 2023-24 school year.
Referring families can choose to allocate their incentive credit as follows:
 - ☐ Accept the \$1,000 credit, up to any combined limits.
 - ☐ Designate the \$1,000 credit to the new family.
 - ☐ Designate the \$1,000 credit to LJA as a tax-deductible gift.

CREDITS

- Credits will be applied directly to family accounts on the December 2023 billing statement.
- Families who pay by automatic withdrawal or invoice can choose to receive a one-time credit adjustment to their December payment or distribute the credit evenly over the remainder of their monthly payments.
- The referring family or new family tuition credit is not redeemable for cash.
- LJA will issue a 1099-MISC form to all referring families receiving tuition credits at or above \$600.
- Families are encouraged to consult their own tax advisor.

FOR BUSINESS OFFICE USE ONLY:

Date Received: _____

Referring Family Receiving Credit: _____

Select One: ☐ One-time credit adjustment to December payment
☐ Distribute evenly over remainder of payments from December \$ _____

New Family Receiving Credit: _____

Select One: ☐ One-time credit adjustment to December payment
☐ Distribute evenly over remainder of payments from December \$ _____