International School Nadi
P.O Box 9686, Nadi Airport, Fiji Islands.
Phone: (679) 7762960 Mobile: (679) 9992962
Email: info@isn.school.fj Website: www.isn.school.fj

ISN Family Referral Credit Program Policy

1. Key details

International School Nadi (ISN) will give a current family (at least one child enrolled at ISN) an FJD $500 credit towards 2027 tuition fees for **each** new family they refer who enrols at ISN.

Item	Detail
Qualifying enrolment window	**1 November 2026 to 17 January 2027**. The completed enrolment form and enrolment fee must both be received by ISN in this window; acceptance can follow.
Key conditions	• Referral is recorded on or before the date ISN receives the new family's enrolment form (not after) • Referred family must be new to ISN (no child currently or previously enrolled; no enrolment form before 1 November 2026)
Early-bird bonus	FJD $500 credit for referred families whose enrolment form and enrolment fee are both received by 5:00 pm Fiji time on **Friday 13 November 2026**
Staff	No ISN staff household (a family with a parent or guardian employed by ISN) can refer, be referred, or receive a credit or bonus.

2. Credit conditions

- **Credit applied to:** Term 3 2027 invoice; unused balance rolls to Term 4 2027 invoice
- **Credit is forfeited:** if, on the Term 3 2027 invoice date, no child of the referred family is enrolled and attending ISN, or the family due the credit has no child enrolled. Any unused balance lapses after the Term 4 invoice date.
- **Account in good standing:** the receiving family's Term 1 and 2 invoices must be paid, or up to date on a payment plan, on the Term 3 invoice date. Otherwise the credit is held until they are, and lapses after the Term 4 invoice date.
- **Other discounts:** credits can be used with the Community Fee (taken off after its discount), but not with another referral incentive.
- **No cash value:** the credits cannot be cashed, refunded or transferred to another family or year.

3. How to refer

1. The referring family completes the ISN Family Referral Form before ISN receives the new family's enrolment form or the new family names the referring family in the enrolment form.
2. The referral is recorded on the date ISN first receives either form.
3. The new family submits a completed enrolment form and pays the enrolment fee within the qualifying enrolment window. The date ISN has received both decides eligibility.
4. The school office confirms in writing within 5 working days that the referral is valid.
5. If two or more families refer the same family, only the first recorded is accepted.

4. Administration

- The school office keeps the register of referrals (form responses) and checks each against this Policy.
- The Principal or Acting Principal decides disputed referrals; the ISN Board decides if the Principal or Acting Principal is absent or has a conflict of interest. A family may ask in writing, within 14 days, for a decision of the Principal or Acting Principal to be reviewed by the ISN Board. The decision of the ISN Board is final.
- Anyone with a conflict of interest takes no part in the decision.
- The Business Office applies the FJD $500 credits to the invoices.

ISN may decline a referral that does not meet this policy. ISN may amend or end the program at any time, but referrals already accepted in writing will be honoured. This policy takes effect once approved by the ISN Board. Date of approval: 28 October 2026.