

BRING-A-FRIEND INCENTIVE PROGRAM

Frequently Asked Questions

1. Are SHS graduates not enrolling in Tytana for college still qualified to refer?
Yes, as alumni of Tytana Senior High, they are qualified to refer incoming college freshmen from OTHER/EXTERNAL SCHOOLS

1.1 Incoming and current Tytana SHS students (incoming grade 11, grade 11, and incoming grade 12 students) are qualified to refer incoming college freshmen from OTHER/EXTERNAL SCHOOLS only. Thus, they are not allowed to refer Tytana SHS graduates.
2. Can a graduate of Tytana senior high refer a classmate or batch mate from Tytana senior high?
No, referral of a classmate or batch mate from Tytana senior high is not allowed.
3. Can a Tytana college student refer a Tytana senior high graduate?
Yes. Aside from incoming freshmen students from other school and transferees, Tytana college students can refer Tytana senior high graduates.
4. Can a transferee refer?
Yes, once the transferee student is officially enrolled. The transferee can only refer incoming freshmen students from OTHER/EXTERNAL SCHOOLS or another transferee/s. Tytana senior high graduates cannot be referred.
5. Can an external incoming freshman student refer?
Yes, once the freshman student is officially enrolled. The student can refer incoming freshmen students from OTHER/EXTERNAL SCHOOLS or transferee/s. Tytana senior high graduates cannot be referred.
6. When is the deadline for the application?
The application shall be accepted as long as the admission is ongoing. The application must be completely accomplished and submitted before the student being referred enrolls
7. How will I know if my application has been submitted successfully?
The application for referral is considered sent once the referrer has received the receipt of the application to the email he/she used. The receipt which will be automatically generated after you submit will serve as the confirmation.
8. What happens to multiple referrals? If one student is referred by two or more persons?
In case there are two or more referrers who declared the same student, the referrer who will be declared by the student in the enrolment system shall be acknowledged as the official referrer.
9. The student being referred has already enrolled. Is my referral still valid?

The completion of application must be done prior to the enrolment of the student being referred. Forms submitted after the referred student has successfully enrolled is considered invalid.

10. Since we are having online enrolment, how will the student I referred declare my referral?

There is a separate feature towards the end of online enrolment system about the declaration of referral from the student being referred. This is tagged "required". In order for the referral to be qualified, the student must tick the yes button and type the name of the referrer in the space provided otherwise, the referral application becomes invalid.

11. How would I know if my referral is successful/not successful?

Once the cross validation is done, only those applications who have accomplished the previous items will be considered successful. The Marketing and Public Relations Office (MPRO) will notify the referrer via email using the email address that was used in accomplishing the referral form.

12. How can I receive my incentive?

For the process of payment, you may have the following options:

- a. **If you are a current Tytana student**, you may have your incentive be credited to your school fees account balance. This could be a great support for your parents/guardian who are completing to pay your school fees or through your GCASH account.
- b. **For Tytana employees**, the incentive can be deposited to your Metrobank account for a convenient payment transfer process.
- c. **For other categories**, the incentive may be given through GCASH
- d. **If the referrer doesn't fall in any of the options above**, incentive will be given through issuance of check and must be personally claimed at the Tytana cashier.
Note: For onsite transaction, you must make an appointment ahead of the actual date and time of visit due to pandemic situation.

13. I am an alumna/alumnus and I am currently working abroad. If ever I referred someone, how could I get the incentive?

In special cases like this we will do online bank transfer.

14. When will I receive the incentive?

For successful referrals, you will receive an email message from Finance Directorate about the release of the incentive.

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