

# STUDENT REFERRAL FORM

## Section 1: Referrer details

If you are a current student or an alumni, please complete the following:

Name & Surname			
Course		Student ID	
E-mail		Mobile No	

## Section 2: Details of person referred

Please complete the details of the person you are referring

Name & Surname			
Course		Intake	

I hereby declare that the above information is true. I have also read and agree to the terms and conditions of the scheme.

Referrer's Signature:

Date:

## Section 3: Bank details of Referrer if Bank Transfer Required

Bank Name:	
Account Holder Name:	
Account Number:	
Sort Code:	

## For Office Use

### Section 4: Verification of Claim

Student <input type="checkbox"/>	Alumni <input type="checkbox"/>	
Application Form Completed <input type="checkbox"/>	1 <sup>st</sup> Payment Received <input type="checkbox"/>	Attendance Confirmed <input type="checkbox"/>

Verification done by:

Name:

Signature:

Date:

### Section 5: Approval by Management

Name:

Signature:

Date:

### Section 6: Payment Confirmation – To be completed by Accounts Officer

Date Payment was made:	
Name:	
Signature:	Date:

## REFERRAL SCHEME – TERMS AND CONDITION

1. The referral scheme rewards existing students and alumni of EThames Graduate School with an incentive for every successful referral. The main objective is to reward the efforts of students and alumni in growing the student community.
2. This scheme is not available to any organizations including those who act as recruitment agents for EThames Graduate School.
3. The referred student must indicate that they were referred to EThames Graduate School by the referrer at the time of completing their application form. Provision is made on the application form for this purpose. In order to make a claim the referrer must complete the claim form and submit it to EThames Graduate School's admissions department at the same time when the application form is submitted. EThames Graduate School reserves the right to conduct the necessary checks to verify the claim.
4. The referred student must be a first-time applicant to EThames Graduate School. For example continuing or returning students cannot be referred as new students.
5. The referred student must successfully enrol on to a course at EThames Graduate School and remain enrolled and attend classes for at least 4 weeks.
6. This scheme is only applicable if the referred student enrolls onto an Access to Higher Education Diploma, BSc (Top-up) or Higher National Diploma course at EThames Graduate School.
7. Rewards will be issued approximately 6 weeks after the course start date provided the referred student has paid tuition fees due or payment has been received on behalf of the student from the Student Loans Company.
8. The rewards scheme is as follows:
  - a. £250 per Higher National Diploma and BSc (Top-up) student referred
  - b. £200 per Access to Higher Education Diploma student referred
9. In the event of the incentive being unavailable, EThames Graduate School reserves the right to offer an alternative of equal or greater value.
10. The referral scheme will not be valid with any other promotional offers or discounts unless otherwise stated.
11. EThames Graduate School's employees, members of their families, and relatives are exempted for the scheme.
12. EThames Graduate School reserves the right to amend any terms and conditions pertaining to this scheme. The decision of EThames Graduate School's management on the incentive is final.
13. This referral scheme will supersede all previous schemes.

### Definitions:

- a. Referrer: The person who refers the new student. This person can be an existing EThames student or graduate from past intakes or a student who is in the same intake with the student being referred.
- b. Referred: A person who has successfully enrolled onto a course at EThames Graduate School.