



Student Referral Scheme Policy and Terms

Version:	1.1
Category:	Policies - Student Recruitment
Owner(s):	Academic Board; Head of Admissions
Approved by:	The Board of Governors
Access:	Public – Anyone can view this document
Scope:	This policy applies to: <ul style="list-style-type: none">• All taught Higher Education degree programmes• BTEC Higher National programmes awarded by Pearson• Initial Teacher Training programmes

1. Purpose

- 1.1. Fairfield School of Business (FSB) inspires current students to refer friends and family members to FSB by meeting their educational goals and aspirations. This policy was created to allow them to earn additional rewards by increasing the student population at FSB.
- 1.2. This policy sets out the circumstances under which current students and graduates may be compensated financially for referring new students to FSB who subsequently enrolled onto any of FSB's courses. The policy details the kind and quantity of financial compensation as well as its distribution among students.
- 1.3. The Student Referral Policy includes a summary of the terms and conditions, the procedure, deadlines, and the promotional strategies that were employed.
- 1.4. The term "referrer" is used to describe a student who recommends a friend or family member. The individual who is being referred to FSB is referred to as a "referred applicant." Therefore, the act of referring a student to FSB is known as a "referral."

2. Responsibilities

- 2.1. The recruitment of new students is significantly aided by the efforts of the **Admissions Team**. This team is responsible for telling potential students about the courses offered by FSBs. They make sure FSB is disseminating accurate information in order to attract new students. Additionally, they confirm that the applicant being recommended satisfies the course's general entry requirements. Finally, they provide more information about the referral programme procedure to the present FSB students.
- 2.2. The **Head of Admissions (HoA or Admissions Team Leader (ATL))** is responsible for reviewing the "referred applicant" application to make sure the "referral" is acknowledged on the "referred applicant" application form. The AM or ATL will notify the "referrer" if they are eligible for the reward and will send the claim form.
- 2.3. The FSB **Student Finance Team** is in charge of making sure the referred applicant has completed their first term, is completely registered with the awarding body, and that FSB has received the first tuition payment.
- 2.4. The Student Referral Scheme's financial operations are monitored and supervised by the **FSB Finance Team**. The FSB Finance team must make sure that all of the aforementioned tasks have been completed, that the claim form has been completely filled out, that the bank details provided by the "referrer" are accurate, and that the payment has been made within the appropriate time limit. If the time limit cannot be met, the FSB Finance Team will notify the student in writing of the delay.

3. Conveying Information

- 3.1. The **Head of Admissions (HoA) or Admissions Team Leader (ATL)** is responsible for conveying information to the FSB community. This is done via email and text message. The communications include a) deadlines of the scheme b) Terms and Conditions c) expectations from the “referrer” d) link directing the FSB community to the FSB referral scheme page <https://fsb.ac.uk/refer>

4. Terms and Conditions

- 4.1. The current student, who is known as the "referrer," agrees to these terms and conditions by taking part in the Student Referral Scheme. The referrer agrees that all FSB decisions are final and binding by taking part.
- 4.2. The scheme is open to current students, graduates, and prospective students of FSB only. This scheme is not open to FSB’s employees or their immediate families.
- 4.3. Fairfield School of Business (FSB) only permits a maximum of ten successful referrals per intake.
- 4.4. The Referral Scheme entitles you to £500 per referral. This amount is not negotiable. The reward of £500 can be paid in two ways:
- Bank transfer (BACS).
 - Amazon gift card.
- 4.5. The decision on the method of payment will be made by the “referrer” This amount is not negotiable.
- 4.6. Not all referred students will qualify for an offer. Decisions will be made based on the published application and admissions requirements.
- 4.7. The “referrer” will only receive payment for each new student referred, provided that:
- The "referrer" name and Student ID number be included in the "referred applicant" application form.
 - FSB must have received the first payment of fees from the "referred applicant".
 - The "referred applicant" is fully registered in the program and has completed their first semester.
 - The “referrer” has successfully completed the claim form.
- 4.8. FSB expects that all referrers conduct themselves in an honest and respectful manner towards FSB staff. Any referrer found to not do this may be excluded from the scheme.

5. Reward (Payment)

- 5.1. If all of the requirements of the student referral scheme are met, the referrer is eligible for the reward. For the avoidance of doubt, your payment is subjected to HMRC PAYE income tax and national insurance deductions. It is the responsibility of the "referrer" to declare such earnings to HMRC. This includes if you have decided to opt in for receiving the amazon gift card.
- 5.2. Payments will be made once the 'referred student' has completed their first semester. Timescales vary depending on the course being studied.
- 5.3. The Head of Admissions (**HoA**) or **Admissions Team Leader (ATL)** will request the "referrer" to complete the Student Claim form. The "referrer" will be required to provide their a) full name b) student ID number c) current address d) payment details e) signature. These details will be forwarded to the **FSB Finance Team**.
- 5.4. All completed claim forms must be submitted via email to refer@fairfield.ac. Should the "referrer" submit their claim form to another department, this could delay their payment being processed.
- 5.5. The **Head of Admissions (HoA)** or **Admissions Team Leader (ATL)** will acknowledge the completed claim form and respond back to the referrer. From the date of the acknowledgment response, the payment will be made within **30 working days**.
- 5.6. Although FSB will make an effort to process the payment by the predetermined time, depending on the volume of claims, this may not always be possible. Referrers are advised to email the finance department at finance@fairfield.ac and request a comprehensive update if their payment is not received by the due date.
- 5.7. Payments will only be made by bank transfer only (BACS) or the amount of £500 can be loaded onto an Amazon gift card.
- 5.8. The decision on the method of payment will be made by the "referrer" This amount is not negotiable.
- 5.9. It is the responsibility of the "referrer" to provide FSB with the correct payment details. FSB will not be held responsible if the wrong payment details have been provided. In such cases, the processing time may increase.
- 5.10. If the "referrer" has chosen to receive an amazon gift card, the Referral Team will get in touch with the "referrer" to set up a time to pick up their amazon gift card from the Admissions Team. In order to verify that the "referrer" has received their gift card, the "referrer" will be required to sign. Gift cards cannot be sent by post or email.

- 5.11. If either the “referrer” or the "referred applicant" tuition fees are in arrears, and/or the process outlined in Section 4 has not been followed. No payment will be made.

6. Student Referral Scheme Changes

- 6.1. FSB reserves the right to change the format of the scheme, amend these terms and conditions or withdraw the scheme at any time. Notice of any changes will be on the FSB website.
- 6.2. FSB’s decision is final.

7. Governing Law

- 7.1. Any disagreement or claim arising out of or relating to these terms, their content, or their formation (including non-contractual disagreements or claims) shall be governed by and interpreted in accordance with England and Wales.

8. Data Protection Guidelines

- 8.1. To carry out its functions and activities, FSB must gather, retain, and handle personal data about its students and prospective students.
- 8.2. FSB is committed to complete compliance with all applicable data protection laws, including *The Data Protection Act 2018* and the *United Kingdom General Data Protection Regulation*. FSB is a controller for the majority of the personal data it processes (UK GDPR).
- 8.3. The referrer will not be updated on the new student's application status or tuition fee payment status due to data protection and privacy laws, with the exception of being informed after the tuition fee has been received and being asked for their information for payment purposes.



Version Tracking:

Version	Author / revisions by	Changes summary	Approved by	Date
1.0	Head of Admissions	Original approved version	Board of Governors	Sep 2022
1.1	Head of Admissions Quality Manager	Updated terms and document formatting.	Board of Governors	Nov 2023

Date of next review: September 2025