



Fairfield School of Business

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Student Referral Policy and Terms & Conditions

Version: 1.4
Public

Last update: September 2026
Category: Regulations / Term and Conditions
Approved by: The Board of Governors

The following sets out Fairfield School of Business' policy for the operation of its [Student Referral Scheme](#) and the terms and conditions applicable.

The Scheme applies to all eligible Higher Education courses taught at Fairfield School of Business.

1. Purpose

- 1.1. The Student Referral Scheme incentivises former and current students to refer their friends, family and colleagues to study a course at Fairfield School of Business.
- 1.2. This policy sets out the conditions under which current students and graduates may be compensated for referring new students to FSB who subsequently enrol 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 term "referrer" is used herein to describe a former or current students who recommends a friend or family member. The individual who is being referred to FSB is referred to as a "referred applicant". The act of referring a student to FSB is known as a "referral".

- 1.4. All applicants to study, including “referred applicants” are admitted to study on the basis of their suitability for the programme applied for and the availability of the course. All admissions decisions are made in accordance with FSB’s policy for the [Recruitment and Admissions to Higher Education Programmes](#), and the entry criteria applicable to the course, as set by the course’s awarding body.

2. Responsibilities

- 2.1. FSB’s **Admissions Team** and **Marketing Team** are responsible for promoting courses offered by FSB to prospective students. They make sure FSB disseminates accurate information to prospective 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 Marketing Team (MT) led by the Marketing Manager (MM) is responsible for reviewing the “referred applicant” application to make sure the “referral” is acknowledged on the “referred applicant” application form. The MM or MT will notify the “referrer” if they are eligible for the reward and will send the claim form.
- 2.3. The FSB **Student Finance Team** and **Registry Team** is responsible for 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**.

3. Conveying Information

- 3.1. The **Marketing Team (MT)** 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, alumni, and prospective students of FSB only.

- 4.3. The Scheme is not open to FSB's employees or their immediate families.
- 4.4. The Scheme entitles referrers to £500 per referral payable as a gift voucher. This amount is non-negotiable. There is no limit on the number of referrals an individual can make.
- 4.5. The voucher provider will usually be Amazon or Love2Shop, however, the provider may vary depending on the intake.
- 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 the gift voucher for each new student referred, provided that:
- The "referrer" has fully completed the claim form and has provided their name and Student ID number.
 - 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 term/semester.
- 4.8. At the end of the first academic term/semester, the referred student must not be indebted to Fairfield School of Business in any way whatsoever or subject to disciplinary procedure(s) including academic matters.
- 4.9. 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 resulting in no payments being made.

5. Reward (Payment)

- 5.1. If all of the requirements outlined in Section 4 of the student referral scheme are met, the referrer is eligible for the reward. For the avoidance of doubt, your gift voucher may be subjected to HMRC PAYE income tax and national insurance deductions. It is the responsibility of the "referrer" to declare such earnings to HMRC.
- 5.2. The MM or MT will contact the referrer to confirm Referred student details, confirm their preferred voucher brand and alert the referrer that a voucher payment if approved will be sent to their inbox.

- 5.3. We aim to process all email replies from the referrer received before the 20th of the month by the end of that month. Replies received after the 20th of the month shall be processed for payment the following month. Please note that the chosen voucher provider may have their own processing timelines and conditions, which could affect when the voucher is received or redeemed. FSB cannot accept responsibility for any delays caused by the voucher provider.
- 5.4. Vouchers will be emailed to the referrers FSB email address unless specifically requested otherwise by the referrer.
- 5.5. FSB will not be held responsible if the wrong details have been provided. In such cases, the processing time may increase.
- 5.6. If either the “referrer’s” or the “referred applicant’s” tuition fees are in arrears, and/or the requirements outlined in Section 4 have not been met, 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 construed in accordance with, the law of 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.

Document governance

Document owner* Marketing Manager

Next update due September 2027

Classification **Public** – anyone can view this document

**Responsible for updates to this content.*

*** To be consulted on updates to this content.*

Versions

Version no.	Description of Changes	Approved by	Date
1.0	Original approved version	Board of Governors	Sep 2022
1.1	Updated terms and document formatting.	Board of Governors	Nov 2023
1.2	Updated terms and document formatting.	Board of Governors	Aug 2024
1.3	Updated terms and document formatting.	Board of Governors	Sep 2025
1.4	Updated terms specific to processing times and introduction section. Changes approved by chairs' action	Board of Governors (c.a.)	Sep 2026