

Student Referral Policy and Terms & Conditions

Version: **1.4**
Public

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Category: Policies - Student Recruitment
Approved by: The Board of Governors

Abstract:

The following outlines the terms for referring friends and family members to FSB.

Applicability:

This policy and the terms within apply to all taught Higher Education degree programmes eligible under the FSB Student Referral Scheme.

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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 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 and Marketing 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 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 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**.

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. This scheme is not open to FSB's employees or their immediate families.

4.3. Fairfield School of Business (FSB) Referral Scheme entitles Referrers to £500 per referral payable as a gift voucher (Amazon or Love2Shop). This amount is not negotiable. There is no limit on the amount of referrals an individual can make.

4.4. The voucher provider will either be Amazon or Love2Shop. The provider may vary depending on the intake.

4.5. Not all referred students will qualify for an offer. Decisions will be made based on the published application and admissions requirements.

4.6. The "referrer" will only receive the gift voucher 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.
- *(this step is redundant currently, but under review by Finance)*

4.7. 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.

4.8. 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 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. Email replies from the Referrer before the 20th of the month, will be processed by the end of that month. Replies received after the 20th, 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” 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.

Document governance

Document owner*	Marketing Manager
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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	Policy ownership has been transferred to the Marketing Manager.	Board of Governors (C.A)	Oct 2026