

UA92 Refer a Friend Scheme

Terms and Conditions

Purpose

To act as an incentive for current UA92 students to encourage friend(s), family member(s) and colleague(s) to join a UA92 programme.

Definitions and Stipulations

1. **Refer a Friend Scheme** – The name of this incentive-based recruitment tool.
2. **Current UA92 Student** - An existing student who is currently studying a UA92 course.
3. **Previous UA92 Student** – An individual who has successfully completed a UA92 course within the past 24 months (24 months following completion of their final block of study, not their graduation).

For the current/previous UA92 student to qualify for an incentive in relation to a Referral, they must meet the following qualifying criteria:

- a) Be fully enrolled on a UA92 course (excluding short courses such as Fast Forward) or be a graduate and have received a Degree Certificate following the successful study of a UA92 course.
 - b) If they are a current student, they must be in receipt of funding from Student Finance England and have their fee instalments received. Alternatively, if self-funding, the student must be up to date with payment of their fees and not have any outstanding tuition fee payments.
 - c) If a current student, must have satisfactory work submissions and attendance levels. Definitions of satisfactory is at the discretion of UA92.
 - d) If a previous student/alumni, they must not have any tuition fee debt (as in outstanding payments to UA92). Alumni refers to any UA92 Graduate within 3 years of their graduation.
 - e) Have the consent of the friend/family member/colleague before providing UA92 with their details.
4. **Friend/Family Member/Colleague** – The referred individual can be any of the aforementioned, there is no rule or difference in incentive linked to the relationship between the UA92 student and the referred individual. The referred individual **cannot be/have any of the following:**
- a) Currently or ever have been enrolled on any UA92 course whatsoever.
 - b) Have already applied to UA92 themselves or via a Student Recruitment Agency or other commercial partner of UA92 in a Student Recruitment contract with UA92.
 - c) Work as a Student Ambassador (defined as registered by UA92 as a paid worker on the Student Ambassador scheme) in any capacity for UA92.
 - d) Already have submitted an application to study with UA92 prior to the date of referral whether this application was successful or not and in any application cycle.
 - e) Already be signed up to attend any UA92 recruitment focused event (including but not limited to an Open Day, Applicant Visit, On-Campus College visit) prior to the referral being made.

To be eligible for the incentive for the current/past UA92 student, the referred individual must enrol on a UA92 course (Degree or CertHE) within 1 full academic year of the referral. They are welcome to apply to any entry point within that 1 full academic year. There is no limit on how many friends/family members/colleagues a current/past UA92 can refer and therefore no limit on incentives that can be issued if all criteria is successfully met.

Referrals can only be made for individuals looking to start in the first year of a course with no scheme in place for applications for advanced entry.

Referral Process

The referral must be made using the UA92 Refer a Friend proforma that can be obtained upon request from UA92 staff. The form must be completed and signed by both the current/past UA92 student **and** the individual they are referring to UA92.

Upon completion, the form must be returned to the appropriate departments as stated on the form (Admissions). If there is any required information missing or entered incorrectly, UA92 will return the form to the current/past student with the referral not counted as starting from that point. Therefore, if the referred individual meets any of the criteria that would stop them from being eligible in the meantime, the current/past student would not be eligible for the incentive. For example, if the form was incorrectly filled and returned to UA92, then the referred individual submitted an application, signed up for a recruitment event etc, UA92 would not class that as a complete referral and no potential incentive would be sanctioned as we would have an application from someone with no formally completed and acknowledged refer a friend form. The form must be completed and returned to UA92 accurately and complete for the process to begin.

UA92 will acknowledge receipt of completed forms and will confirm the date by which the referred individual must then enrol on a course to meet the relevant criteria.

The Incentive

The incentive takes the form of a one-off £250.00 GBP payment made via BACS Transfer. One payment of £250.00 will be paid to the referred individual and another of the same amount, £250.00 GBP, to the current referring student. The referred individual and/or current student:

- a) Must enrol on either a Degree level or Certificate of Higher Education level course at UA92.
- b) Must not withdraw or be withdrawn from their course within the first block of study. If referred by a current UA92 student, the current student must not withdraw or be withdrawn from their course for any reason before the incentive is paid. If so, the incentive will not be issued.
- c) If a current/past UA92 student has referred more than one individual, then payments may be made individually or in one combined payment. This will be at the discretion of UA92.
- d) Incentive(s) will only be paid once the referred individual has successfully completed their first block of study at UA92. Incentives will be processed within 28 days of this date but incentive(s) will only be paid if both the current UA92 student and the referred individual have satisfactory attendance and work submissions levels and have no outstanding debts in terms of Tuition Fees (Student Finance payments must be up to date or if self-funding, then all payments must be up to date). The definition of satisfactory is at the discretion of UA92
- e) UA92 will not offer any other form of compensation in place of an Incentive.

False Information, Termination and Who is not Eligible

Any party making falsified claims or entering deliberately false or misleading information in an attempt to, knowingly or unknowingly, misuse or misinterpret the scheme provided by UA92 will see their application to the scheme immediately cancelled and therefore be ineligible for the incentive offered under this scheme. If a current student, this student and the referred student, if they ultimately enrol on a course at UA92, may also be subject to further disciplinary action as outlined in the Student Code of Practice and Disciplinary Policy found at <https://ua92.ac.uk/student-regulations-policies>.

UA92 reserves the right to terminate the Refer a Friend scheme at any time. If a Friend meets the requirements of the policy after it has been terminated, the terms of the policy outlined in this document will not apply. UA92 reserves the right to limit, reject, or cancel referrals involving an Advocate or Friend who has not complied with these terms and conditions.

This is a scheme open only to current and past UA92 students mentioned above. Anyone else, UA92 staff, Lancaster University staff etc are not eligible.