



Global Banking School
+44 (0) 207 539 3548
info@globalbanking.ac.uk
www.globalbanking.ac.uk
891 Greenford Road, London
UB6 0HE

GBS Student Referral Policy

©2022 Global Banking School

Document title	GBS Student Referral Policy
Version	V1.1
Approved by (Oversight Committee)	Board of Directors
Policy lead (Staff member accountable)	Provost
Date of original approval	February 2022
Date of last review	Dec 2024
Changes made at the last review	Minor editorial changes (Dec 2024)
Date effective from	Dec 2024
Date of next review	Dec 2027

Related GBS policies

- GBS Student Charter
- GBS Student Code of Conduct
- GBS Academic Good Practice and Academic Conduct Policy

Contents

1.	Purpose and Scope	4
2.	Classifications	4
3.	Roles and Responsibilities.....	4
4.	Communication	5
5.	Terms and Conditions.....	5
6.	Reward (Payment).....	7
7.	Changes to the Student Referral Scheme	7
8.	Governing Law.....	7
9.	Proposed Marketing Approach	7
10.	Monitoring and Review	8
11.	Data Protection and Confidentiality	8
12.	Alternative Format	9
	Annex 1 - Referral Scheme process.....	10
	Annex 2 - Referral Scheme Timings (GBS).....	11
	Annex 3 - Referral Scheme Timings (Partners).....	12



Global Banking School Student Referral Policy

1. Purpose and Scope

1.1 Global Banking School (GBS) encourages current students and alumni to refer friends, colleagues, and family members to GBS where it meets with the educational goals of those who are referred. GBS is committed to growing our student community including our alumni and to that end, we have devised this policy to enable them to earn additional income by increasing our rate of successful student referrals.

final and binding.

5.2 Under GBS Student Referral Policy the following people can make referrals:

- *Current students* who are studying on a programme delivered by GBS at the time of referral and payment processing (i.e., referral fees cannot be paid to students who have discontinued their programme).
- *Alumni*: Students who have successfully completed a qualification with GBS can be an alumni referrer.
- *Who can be referred*: Anyone who meets the entry requirements of a programme can be referred.

5.3 The Student Referral Scheme only applies to programmes directly taught by GBS and those programmes are eligible for this offer. A full list of programmes is available online at www.globalbanking.ac.uk. GBS will permit an unlimited number of referrals per referrer per academic year. The new student must comply with the following conditions:

- Submit an application and include the full name and student ID of their referrer.
- Successfully complete initial admissions assessment.
- Enroll onto chosen programme of study.
- Have paid their fees or completed the necessary arrangements to ensure that the Student Loan Company pays the fee.
- Complete their first term of study.

5.4 The referrer will only receive payment for each new student referred, provided:

- The referrer must ensure that the new student includes their full name and student ID so GBS can identify where the referral originated from.
- The referred student has successfully enrolled onto their programme.
- The referred student completes their first term of study.
-
- of application.
-

6. Reward (Payment)

6.1 The referrer is entitled to a referral payment of £500 per new student where all terms and conditions of the student referral scheme are satisfied. For any avoidance of doubt, your payment will be subject to HMRC PAYE income tax and national insurance deductions.

6.2 Payments will be made approximately 4 months after referral. Timescales vary depending on the course being studied. GBS Finance Department will collect payment details ahead of payment and the referrer will be notified of the payment amount before the payment is made. Payments will be made by bank transfer only (BACS). No payment will be made if any tuition fees are in arrears for either the referrer or the new student.

6.3 Please refer to Annex 1 for a detailed outline of our Referral Scheme Process. Annex 2 for our Referral Scheme Timings (GBS) and Annex 3 Referral Scheme Timings (Partners).

7. Changes to the Student Referral Scheme

7.1 GBS reserves the right to change the format of the student referral scheme, amend the terms and conditions or withdraw the scheme at any time.

8. Governing Law

8.1 Any disputes or claim arising out of or in connection with these conditions or their subject matter shall be governed in accordance with the law of England and Wales.

9. Proposed Marketing Approach

9.1 MCSR will share details of the student referral scheme in various ways. Each intake will include the core methods of marketing (but are not limited to online, direct email

12. Alternative Format

12.1 This policy can be provided in alternative format (including large print, audio and electronic) upon request. For further information, or to make a request, please contact the Academic Standards and Quality Office at

Annex 1 - Referral Scheme process

Stage	Actions	Team Responsible
Pre referral	Update marketing collateral as appropriate Share scheme details through various channels (email, poster, during lectures, social media) with current GBS students	MCSR
Referral		Referrer
	Enquiry/application is submitted	Student
	Contact the new student to: <ul style="list-style-type: none"> • 	

Annex 2 - Referral Scheme Timings (GBS)

Stage	Timeline							
1 - Course start	-	Jan	Feb	Mar	May	Jun	Sept	Oct
2 Student attendance confirmed	4 weeks after point 1	Feb	Mar					

