



International Referral Programme Proposal – Terms and Conditions

Process

1. A Hartpury IRP form should be completed by the Referrer within 1 week of application
2. The Referrer's details are to be checked by Hartpury to confirm they are a current student or graduate
3. The Referred Student's details are to be checked by Hartpury to confirm they have not previously registered their interest in Hartpury within the past 3 years
4. The Referred Student is to be contacted by Hartpury for verification of this referral
5. Hartpury contacts the Referrer after the Referred Student has successfully enrolled, completed their first semester, and met all the terms and conditions below, to confirm a successful referral and request bank details
6. Hartpury pays the Referrer £1000 to the bank details provided and credits £1000 to the Referral's university tuition fee account

Terms and conditions

1. Purpose

The purpose of the International Referral Programme (IRP) is to recognise and reward alumni and current students who share their experiences and the benefits of undertaking study at Hartpury University and Hartpury College with people they know within their networks. By encouraging a prospective international fee-paying student to enrol at Hartpury, both parties could receive a financial reward.

2. Classification of terminology

- 'Referrer' – the term used for an individual who refers a friend, family member or another individual within their network.
- 'Referred student' – the term used for the student who is being referred to Hartpury University and Hartpury College
- 'Referral' – the term used for the act of referring a student to Hartpury University and Hartpury College

3. Eligibility criteria

A. Referrer

- A Referrer can be any alumni of Hartpury who has successfully graduated from a full-time or part-time programme, or
- A current Hartpury student considered to be in 'good standing' (i.e., not suspended, withdrawn or a debtor)

B. Referrers not eligible to participate

A referrer cannot be:

- Anyone who is not a current student at Hartpury or graduate of Hartpury University and Hartpury College
- An employee of Hartpury
- An associate staff who is already contracted to Hartpury, such as agents or talent scouts. This does not include Student Ambassadors
- Anyone who undertakes personal consultation with a prospective student who has previously registered their interest in Hartpury (through application or enquiry) in the past three years

C. Referred Students

- Referred Students must represent new students that have not previously applied or enquired to a Hartpury programme within the last three years. They must not already be in Hartpury's database of prospective or active students
- Former Hartpury students cannot be referred at all
- Referred Students who have already applied to Hartpury will have one week from the date of their application to complete and verify any retrospective referral submission
- Referred Students can be from any overseas country and/or any nationality who is not eligible to home fees (i.e. non-UK nationals and residents)
- Referred Students must successfully enrol onto their course, be shown to be engaging well with their course (i.e. have a good level of attendance, has completed the first academic semester and is up-to-date with tuition payments)
- Referred Students must enrol on a programme of study at Hartpury within 12 months of being referred (after the referral form has been submitted)
- Referred Students can apply for a scholarship
- Referred Students can apply to any full-time course

D. Referred students not eligible to participate

- Referred students who are not classified as overseas nationals or residents/those who are entitled to home fees are not eligible to be referred
- Referred students who enrol at Hartpury through an 'agency'. An agency is any organisation or individual agent who supports the recruitment of international students to Hartpury and receives commission for doing so.

- Former Hartpury students cannot be referred
- Referred students must not be linked with any recruitment agency or partner institution
- Referred students must not be indebted to Hartpury or subject to any disciplinary procedure(s), including academic matters

4. Rewards

A. Rewards for Referrers

- Following each successful referral, Referrers will receive a financial reward of £1000 (via bank transfer) in February/March – depending on the date of enrolment of the Referred Student and following the required terms and conditions have been met
- Referrers will receive financial reward only after being contacted by Hartpury to confirm a successful referral and provided bank account details for payment
- Referrers will receive financial reward only if the Referred Student has verified the referral. A Referred Student can only verify one Referrer (i.e., they cannot have multiple Referrers)
- Referrers can submit any number of referrals under the Programme per academic year
- Reward payments for each successful referral application may be subject to taxes according to the laws of the country of residence of the Referrer
- Hartpury reserves the right to not make a reward payment if a Referral is invalidated at any time prior to the payment due date

B. Rewards for Referred Students

- Referred Students will receive their reward of £1000 in the form of a tuition fee deduction from their set tuition fees
- Tuition fee deduction shall be applied once the Referred Student(s) has successfully enrolled, completed their first semester, has good attendance and all other terms and conditions set above have been met
- Rewards for Referred Students will not impact on other financial support available to them, such as bursaries or scholarships
- Referred Students on courses longer than one year in duration, who have paid their tuition fees in full, will receive a tuition fee discount on their second-year tuition fees
- Only when Referred Students on courses one year in duration or less, who have paid their tuition fees in full (in one payment or through instalment payments) may receive a £1000 cash reward via bank transfer instead of a tuition fee discount (e.g. those on a 1-year postgraduate course)

Hartpury University reserves the right to alter the terms and conditions of the Programme at any point and without prior notice. All decisions made by Hartpury University regarding referrals are final.