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## GBS Student Referral Policy

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|   |                             |
|---|-----------------------------|
| Document title                            | GBS Student Referral Policy |
| Oversight Committee                       | Executive Board             |
| Policy lead<br>(Staff member accountable) | Provost                     |
| Approved by                               | Executive Board             |
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| Version                                   | 1.0                         |

#### Related GBS policies

GBS Student Charter  
 GBS Student Code of Conduct  
 GBS Academic Good Practice and Academic Misconduct Policy and Procedure  
 GBS Academic Appeals Policy  
 GBS Student Protection Plan  
 GBS Student Disciplinary Policy  
 GBS Equality and Diversity Policy

#### External Reference Points

1. <https://ico.org.uk/>
2. UK Public General Acts, *Data Protection Act 2018*, Accessed online at: <https://www.legislation.gov.uk/ukpga/2018/12/contents/enacted>
3. UK Public General Acts, *Equality Act 2010*, Accessed online at: <https://www.legislation.gov.uk/ukpga/2010/15/contents>



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## 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.

1.2 The purpose of this policy is to outline the conditions under which current students and alumni could receive a financial reward for referring new students to GBS who are currently registered on a programme at GBS or is a former student at GBS (alumni). The policy also specifies the type and amount of financial reward and when and how it will be given to current students and alumni.

1.3 The Student Referral Policy details the terms and conditions, the process, timelines, and an outline of the promotional activities used.

1.4 The new student referral policy applies to all students who are currently registered on a programme at GBS or is a former student at GBS (alumni). Applicants who are referred by current students or alumni must not be represented by or referred by an agent or other third party who is entitled to a commission, bonus, or other form of financial gain.

### 2. Classifications

#### 2.1



appropriate communication to ensure they understand the scheme. They must also ensure that the referral process promotes equality and maintain confidentiality. The MCSR team can be contacted on: [MarketingandCommunicationsintheDigitalWorld@globalbanking.ac.uk](mailto:MarketingandCommunicationsintheDigitalWorld@globalbanking.ac.uk).



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](http://www.globalbanking.ac.uk). GBS will permit an unlimited number of referrals per





will include two emails per intake, although subject to review and dependent upon the requirements of each intake.

- ***Classroom presentations:*** An up-to-date slide deck will be presented by members of the Student Recruitment team to outline the student referral scheme. This will provide students with an opportunity to ask any questions they may have.
- ***Printed collateral:*** Posters will include new programmes and details of the scheme





## 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:

- Name: Student Welfare Management Team
- Position: Student Welfare Officer/Manager
- Email: [welfare@globalbanking.ac.uk](mailto:welfare@globalbanking.ac.uk)





## Annex 2 - Referral Scheme Timings (GBS)

| Stage |  |
|-------|--|
|-------|--|



### Annex 3 - Referral Scheme Timings (Partners)

| Stage  | Timeline                    |             |             |             |             |             |             |             |
|--|-----------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| 1 - Course start                               | -                           | Jan         | Feb         | Mar         | May         | Jun         | Sept        | Oct         |
| 2 Student attendance confirmed                 | 4 weeks after point 1       | Feb         | Mar         | Apr         | Jun         | Jul         | Oct         | Nov         |
| 3 - SLC processing                             | 1-2 weeks after point 2     | Feb/<br>Mar | Mar/<br>Apr | Apr/<br>May | Jun/<br>Jul | Jul/<br>Aug | Oct/<br>Nov | Nov/<br>Dec |
| 4 - Payment received by partner for processing | 1-2 weeks after point 3     | Mar         | Apr         | May         | Jul         | Aug         | Nov         | Dec         |
| 5 GBS receives payment                         | Up to 4 weeks after point 4 | Mar/<br>Apr | Apr/<br>May | May/<br>Jun | Jul/<br>Aug | Aug/<br>Sep | Nov/<br>Dec | Dec/<br>Jan |
| 6 Zoho status update payment received          | Within 1 week of point 5    | Apr         | May         | Jun         | Aug         | Sep         | Dec         | Jan         |
| 7 - Referrers identified on zoho               | Within 1 week of point 5    | Apr         | May         | Jun         | Aug         | Sep         | Dec         | Jan         |
| 8 - Request for bank details                   | Within 1 week of point 5    | Apr         | May         | Jun         | Aug         | Sep         | Dec         | Jan         |
| 9 Bank details returned                        | -                           | -           | -           | -           | -           | -           | -           | -           |
| 10 - Reward payment processed                  | Within 1 week from point 9  | May         | Jun         | Jul         | Sep         | Oct         | Jan         | Feb         |
| 11 - Zoho status update Reward paid            | Within 1 week from point 10 | May         | Jun         | Jul         | Sep         | Oct         | Jan         | Feb         |

The table above is a visual outline of the reward payment process for courses our Partners receive payments for, this table applies to all programmes in partnership with:

- University of Suffolk
- Leeds Trinity University

This table would form part of the details of the scheme presented online to help students understand the timescales. Specific dates should therefore be avoided and instead ranges, or timescales used. Timescales for points 10 and 11 are made on the assumption that the referrer shares their bank details (point 9) promptly after receiving the request.