



London School of Business & Finance

Student Referral Scheme Form - Students and Staff

Thank you for participating in the Student Referral Scheme of London School of Business & Finance (LSBF). Please complete the information below and submit to the education consultant when/before your referrer submits the application to LSBF. Thank you.

Referrer's Particulars		
Name:	LSBF Student ID:	NRIC / FIN / Passport number:
Course Enrolled at LSBF & Intake:	Mobile:	Email:
Referral Scheme Applicable: <ul style="list-style-type: none"> <input type="checkbox"/> S\$200 for English / Certificate programmes <input type="checkbox"/> S\$250 for Diploma programmes <input type="checkbox"/> S\$300 for Advanced / Higher Diploma programmes <input type="checkbox"/> S\$350 for Bachelor's degree (Top-Up) programmes <input type="checkbox"/> S\$300 for Postgraduate / Graduate Diploma programmes <input type="checkbox"/> S\$800 for Master's degree (CUC) programme <input type="checkbox"/> S\$150 for Executive programmes 		
Referrer's Bank Details: - Account Holder's Name (Name as in bank records): _____ Bank Name: _____ Account Number: _____ Bank code: _____ Branch code: _____		
*Referred Student's Particulars		
Name:	LSBF Student ID:	NRIC / FIN / Passport number:
Course Enrolled at LSBF & Intake:	Mobile:	Email:
Course Fees Paid:	Official Receipt number:	
*It is the responsibility of the Referrer to ensure that the referred student has given consent to disclose his / her personal information for the purpose of this referral.		

Terms & Conditions of Student Referral Scheme

1. The Student Referral Scheme (SRS) is applicable to existing students of LSBF, graduates and staff of LSBF (Hereby known as “Referrer”) to refer their friends / relatives / colleagues who have never studied / are not currently studying / are not working with LSBF for any of the programmes currently offered at LSBF Singapore.
2. The Referral scheme is only applicable when the referred student is:
 - a. Singaporean / Singapore PR
 - b. Holding a valid Singapore work pass (work permit / S Pass / Employment Pass)
 - c. An International student who is not applying through an LSBF authorised agent
3. The Referrer must not:
 - a. Engage in unethical practices such as making claims, warranties, representations or statements which may be false, untrue, ambiguous, misleading, inaccurate or fraudulent.
 - b. Engage in high pressure sales or similar unfair practices.
 - c. Collect any money from the referred student under any circumstance.
4. In the event that the referred student enrolls into more than one LSBF programme, the Referrer will receive a pay-out only for the first programme that the referred student is starting with.
5. Double referral is not allowed (i.e. The referred student cannot refer the Referrer as his / her referred student to study at LSBF)
6. The pay-out is issued to the Referrer via GIRO provided the following conditions are met:
 - a. The referred student has paid the course fee in full or 1st instalment in full (where applicable).
 - b. The referred student has not withdrawn from the course within 14 working days from the date of class commencement of the course he / she is enrolled in.
 - c. If at any time during the course of study, the referred student withdraws from the programme and his / her request for refund is approved, the refund amount will be calculated after subtracting the referral fee paid to the Referrer.
 - d. The bank details provided by Referrer are correct and have all the required information.
7. The referral request will only be processed 14 days after class commencement. The referral fee payment will be transferred to Referrer’s account within 30 days after the request is processed.
8. Referrer and referred student have to make sure that the Student Referral Scheme Form is completely filled and signed and submitted together with or before submitting the referred student’s application. Late requests or late submission of Student Referral Scheme Form will not be entertained.
9. LSBF reserves the right to modify the above terms & conditions at any time without prior notice.
10. The referred student consents to disclose his/her personal information for the purpose of this referral.

Signature of Referrer

Signature of Referred Student

Signature of Education Consultant

Date:

Date:

Date:

For official use only:	
<p>Admissions Department</p> <p>Remarks: _____</p> <p><input type="checkbox"/> Data Updated</p> <p><input type="checkbox"/> Forward to Finance Department on : _____</p> <p>_____ Name and Signature Admissions Officer</p> <p>Date: _____</p>	<p>Finance Department</p> <p>Remarks: _____</p> <p><input type="checkbox"/> Processed on: _____</p> <p>_____ Name and Signature of Finance Officer</p> <p>Date: _____</p>