London School of Business & Finance

Student Referral Scheme Form

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. Kindly read the terms & conditions on next page to check for eligibility before you submit.

Referrer's Particulars		
Name:	**LSBF Student ID:**	**NRIC / FIN / Passport number:**
Course Enrolled at LSBF & Intake:	**Mobile:**	**Email:**

Referral Scheme Applicable:

- ☐ **S$200** for English/Foundation Diploma/Certificate programmes
- ☐ **S$300** for Diploma Courses
- ☐ **S$400** Advanced Diploma/Higher Diploma programmes
- ☐ **S$500** for Bachelor's degree/Postgraduate Diploma* programmes
- ☐ **S$600** for MBA/Master programmes
- ☐ **S$60** for ACCA Preparatory Course

*Please note that Postgraduate Diploma is not equivalent to MBA/Master programs.

Referrer's Bank Details (all fields are compulsory):

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, non-staff or 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. Must be **"New Student" who has never applied** to LSBF to be exact.

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 enrols 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 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. Referral fee that is not claim **more than one year** from 14 days after course commencement date will not be processed and referral fee is consider forfeited.

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.

P.S: I regret to inform that that there is no referral fee available to ACCA/Singapore CA/Professional Courses under School of Professional Education (SOPE).

Signature of Referrer	**Signature of Referred Student**	**Signature of Education Consultant**
Date:	**Date:**	**Date:**

For official use only:	
Admissions Department Remarks: _____ ☐ Data Updated ☐ Forward to Finance Department on : _____ _____ Name and Signature Admissions Officer Date:	**Finance Department** Remarks:_____ ☐ Processed on: _____ _____ Name and Signature of Finance Officer Date: