

# Commission Agreement for Student Referral Program



## Personal Details

Name of Introducer		
Address in UK		
	Postcode	
Email		
Mobile number		

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## Bank Account Details

Bank Name	
Account Name	
Account Number	
Sort code	

## Terms and Conditions

### The £700 Refer a Friend Commission will be paid as follows:

- New referral must be a first-time applicant to EducateMe Group.
- The Introducer will guide new referrals through course options, taking the applicant through the application journey up to and including guidance on making a Student Finance application, assessment and interview process, enrolment, registration process and the institution policy expected from its students.
- The Education Institution will pay EducateMe Group a commission for registering each applicant with them. These payments are paid to EducateMe Group. in instalments on 'term by term basis
- EducateMe Group will pay a commission of the amount of £700 to the introducer for each referral as follows:
  - £350 - Instalment 1 on the applicant attending first term of the enrolled course, commission payment will be paid by week 12 of term 1.
  - £350 - Instalment 2 on applicant attending and progressing to the second term of enrolled course, commission payment will be made by week 12 of term 2.
- All commissions are paid inclusive of VAT and the introducer will be responsible for self-applicable taxes.
- Payments will be made to the UK Bank Account in the name of the introducer via Bank Transfer.

### Commission will NOT be paid if:

- If the applicant is making an application to Student Finance for course fees, the application for Student Finance must be applied for in good time. The introducer will be responsible for guiding the applicant and evidence of approval status of Student Finance Loan application must be provided to EducateMe Group as soon as possible. Failure to provide this may result in non-enrolment by the institution, thus no commission will be payable in the event of non-enrolment.
- In event that the Education Institution has withdrawn the applicant or applicant has stopped attending or self withdraws him/herself from the course. Should this arise EducateMe Group may claw back any commission paid for that said applicant.

## Accepting the terms and conditions

Name of Introducer

On behalf of EducateMe  
Group Vinod Siyani (CEO)

Signature

Signature



Date

Date

**END OF DOCUMENT**