



INTRODUCE A FRIEND FORM

Your friend's details:

Full Name: _____
(As in passport)

Contact number: _____ E-mail address: _____

Programme applied for: _____

Intake: Month: _____ Term: _____

Signature: _____ Date: _____

Your details:

Full Name: _____

Student ID: _____

Current Programme: _____ Term: _____

Contact Number: _____

Your Preferred "Introduce a Friend" reward:

Please select your preferred reward. Please note that students may select only one reward per form. All rewards are of equal monetary value. Should more than one reward be selected, the first reward, in left to right order, will be presented. The University does not guarantee the availability of your preferred reward. Once presented, rewards may not be returned or exchanged.

☐

Amazon Voucher
£100

☐

Leisure Voucher
£100

☐

Love to Shop Voucher
£100

I have read and understood the terms and conditions (refer page 2).

Signature: _____ Date: _____

☐ Status verified – referred student
ID: _____

☐ Status verified – referee student
ID: _____

☐ Fees payment verified

Staff Signature: _____

Date: _____

Please sign to confirm receipt of reward:

Signature: _____

Date: _____

The Introduce a Friend Scheme is designed for you to share information about your course with friends and family members, and to receive the University's thanks for doing so.

Remember that current students, lecturers and staff of UWTSD are **NOT** allowed to operate as recruitment agents. Students/lecturers/staff who engage in activities such as advertising to potential recruits, offering incentives to others as an encouragement to submit an application, or attempting to manipulate the admissions process in any way are jeopardising their position here at the University and, if found, will be subject to appropriate disciplinary actions.

Steps to follow while referring a friend:

1. Pick up an "Introduce a Friend" form at the Reception Desk.
2. Complete the form in full, including your friend's details as an applicant, your student details and your chosen reward.
3. Deliver your form to the Admissions Team at the Birmingham Learning Centre.
4. Your friend must apply directly to the University for their chosen course.
5. If your friend is successful in gaining admission to and enrolling in the University, please see the Admissions Team in Week 5 of their first term to claim your reward.

Terms and conditions:

- This scheme is available to current UWTSD students only.
- You may claim rewards on a maximum of five friends introduced to UWTSD in any given academic year.
- The friend you introduce cannot be one of our own graduates.
- Your friend must make an application directly to the University. The University will not actively pursue this application on your behalf and does not bear responsibility for ensuring that an application is submitted.
- Your friend cannot submit a new application directly to the University if they have already made an application through a recruitment partner, an agent or online.
- If you have introduced a friend who is an international applicant and requires a Tier 4 visa, you will receive your reward only after your friend is registered with the University by the registration deadline (provided your friend has paid his first year's tuition fees in full).
- If you have introduced a friend, who is an EU/UK national, you will receive your reward only after your friend's first instalment of the tuition fee loan has been paid to the University by Student Finance England (SFE).
- The University will not actively pursue you in order to present your reward. It is your responsibility to liaise directly with the Admissions Team.
- If you have any outstanding fees with the University the reward will be adjusted against the outstanding fees and the remaining amount (if any) will be presented to you.
- If you receive a payment under the "Introduce a Friend" scheme, without prejudice to the terms and conditions above, be aware that you may have to declare this income to relevant authorities in accordance with the terms and conditions that govern your benefits or other income you receive.