



ALPHA CAREER COLLEGE

Student Referral Program Policy



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1. Purpose

The Student Referral Program is designed to encourage the referral of qualified prospective students to Alpha Career College while ensuring a fair, transparent, and accountable referral process.

This policy outlines the eligibility requirements, payment conditions, and administrative procedures governing the Student Referral Bonus Program.

2. Referral Bonus

Eligible individuals will receive a **referral bonus of CAD \$150.00** for each verified student referral that meets all requirements outlined in this policy.

3. Eligibility

The referral program is open to:

- Current students
- Alumni
- General members of the public
- Approved referral partners

*The College reserves the right to determine the eligibility of all referrals.

4. Referral Declaration

To qualify for the referral bonus:

- The referring individual **must be identified at the time of the student's registration.**
- Referrals must be captured through:
 - the online application form on Orbund SIS; or
 - the manual registration process completed with an Admissions Representative.
- **Referrals declared after registration will not be accepted.**

No exceptions will be made once the student's registration has been finalized.

5. Verification of Referrals

A referral will be considered verified only when:

- the student has successfully enrolled in an eligible program;
- the referral was declared during the registration process;
- the referring individual has been validated by the College; and
- all program admission requirements have been satisfied.

6. Duplicate Referrals

Only **one referral claimant** may be recognized for each enrolled student.

Where multiple individuals claim the same student:

- the referral recorded at the time of registration will be deemed the official referral;
- subsequent claims will not be considered.

The College's registration records shall serve as the final authority.

7. Payment Conditions

Referral bonuses become payable only after the referred student has:

- successfully enrolled;
- remained enrolled; and
- **paid their second tuition installment in full.**

*No referral payment will be issued before these conditions have been met.

8. Payment Timeline

Once the referred student's second tuition installment has been verified:

- the College will process the referral payment;
 - payment will be issued **within thirty (30) business days**.
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9. Payment Method

Before payment can be processed, the claimant must provide the College with:

- banking information for direct deposit; or
- a void cheque.

Failure to provide the required banking information may delay payment.

10. Tuition Accounts

Referral bonuses:

- are paid directly to the approved claimant;
 - **cannot be applied toward outstanding tuition balances, fees, or any other student account charges;**
 - cannot be transferred to another individual.
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11. Program Administration

The Admissions Department is responsible for:

- Marketing the referral program;
- recording referrals during registration;
- verifying eligibility;
- maintaining referral records;
- submitting verified claimants to the Finance and Accounts Team for Payment.

The Finance and Accounts Department is responsible for processing approved referral payments in accordance with this policy.

12. Fraudulent or Misrepresented Referrals

Alpha Career College reserves the right to deny or revoke any referral payment where:

- false or misleading information has been provided;
- duplicate or fraudulent claims are identified;
- program requirements have not been met; or
- any attempt has been made to circumvent this policy.

The College's decision regarding referral eligibility is final.

13. Policy Review

This policy shall be reviewed annually or as required to ensure continued effectiveness and alignment with college objectives.

14. Approval

Approvals			
Name	Role	Date	Signature
Orane Wint	Manager, Finance & Operations		
Gevon Burke	VP, Operations		
Carol Thompson	Founder & President		