

Refer a Friend Terms and Conditions

Policy Version 1.0



Policy

National Training (NT) recognises and rewards the referral of new students.

National Training will reward \$200.00 for each student referral which strictly met all the following eligibility criteria;

- 1) New referred students are registered by a referring member;
- 2) Once registered on the National Training Rewards Portal, the referring member can add as many friends, family or colleagues as they would like;
- 3) Referring member must add names, email address, mobile number and course of interest (if known), to their member dashboard;
- 4) Each new referred student is limited to only one (1) referring friend, regardless of the number of qualifications undertaken by the new student;
- 5) Each new referred student will remain attached to the referrer member dashboard for 60 days, after which time, if the referred student doesn't enrol, the new prospective student referral is deemed to have lapsed and will be removed from the member dashboard;
- 6) New referred students that are paying for their course/s through a payment plan, need to have been making payments in accordance with their contract for at least 120 days to be eligible for a Refer a Friend Claim to be remitted;
- 7) Payments will be made 30 days after, new referred student/s have paid for their course upfront;
- 8) This policy does not predate its implementation date being the 1st May 2019;
- 9) New students who have previously made enquiries with National Training (including past students), cannot be added to the Members Reward Portal as a new referred student.

Definitions

Successful Enrolment: Means the New Student has enrolled, provide their USI, completed their LLN and paid for their course in full, or is making payments in accordance with their payment plan for at least 120 days.

New Student: Means the enrolling student is not known by National Training in anyway.

New Student Lapsed: Means the prospective new student does not enrol within 60 days.

Referrer: Can refer as many new students as they like and have registered on the National Training Member Rewards Portal,

Member Rewards Portal: Details enrolment progress, including contact emails, follow up of unpaid enrolments and all payment history.

Scope

This policy is limited to Delivery of Nationally Recognised Qualifications only and is not extended to Short Courses, Skill Sets, Credit Transfers or Recognition of Prior Learning assessment.

Responsibility

The CEO has the overall responsible for the implementation and maintenance of this policy

Method

- 1.1. The referring member will add prospective students to their National Training Rewards Portal, including name, email address, mobile number and course of interest (if known),

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- 1.2. National Training will follow up with prospective students, this includes clarifying which qualification they are interested in, information about the course, providing online enrolment application form and follow up of payment.
- 1.3. National Training automatically updates the Member rewards Portal each time the prospective student is contacted, enabling progress to be monitored by the Referrer.
- 1.4. Refer a friend payment will be made when new referred student is nominated and added to the member database by the referrer, have enrolled and paid for their qualification in full. In the event the new referred student is paying for their qualification via a payment plan, they need to have made payments in accordance with their contract without default, for a period no less than 120 days.
- 1.5. National Training will make a payment of \$200.00 to the referring students nominated account within 30 days of receiving payment or in the case of a payment plan after 120 days if payment has been made without default.
- 1.6. A full history of payments will be kept on the member rewards portal.

Document History

Revision	Date	Description of modifications
1.0	October 2018	Original
1.0	May 2019	Annual Review – No Change
2.0	July 2019	Update including: NT Referral Portal and clarity of process.

Document Details

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