

# University of Liverpool Online

## Refer a Friend – Terms & Conditions

### 1. These Terms

- 1.1 The refer a friend policy is offered by Kaplan Open Learning (Liverpool) Limited (Kaplan), an affiliate college of the University of Liverpool, established to deliver University of Liverpool online programmes in partnership with the University of Liverpool, incorporated and registered in England and Wales with company number 11979168.

### 2. Purpose

- 2.1 To offer tuition fee reductions or payments (“Incentives”) to encourage students who are currently studying a University of Liverpool online programme and alumni, to identify prospective students who may also be interested in studying a University of Liverpool online programme.

### 3. Classification

- 3.1 “Student Advocate” is the term used for an existing student who refers a friend, colleague, or family member (“Friend”) to study a University of Liverpool online programme.
- 3.2 “Alumni Advocate” is the term used for a person who has previously studied a University of Liverpool online programme and graduated or received a certificate of completion who refers a friend, colleague, or family member (“Friend”) to study a University of Liverpool online programme.
- 3.3 “Friend” is the term used for a friend, colleague or family member of the Student Advocate or Alumni Advocate.
- 3.4 “Referral” is the term used for the act of referring a Friend to study a University of Liverpool online programme.

### 4. Advocates

- 4.1 A Student Advocate must be an existing student who is currently studying a University of Liverpool online programme (excluding Standalone Modules). To qualify for an Incentive in relation to a Referral, a Student Advocate must:

- a) be enrolled on a University of Liverpool online programme (excluding Standalone Modules); and
- b) have successfully passed their first module and had it ratified at an exam board; and
- c) must not have any outstanding tuition fee payments due.

4.2 An Alumni Advocate must have previously studied a University of Liverpool online programme (excluding Standalone Modules) and graduated or received a certificate of completion. To qualify for an Incentive in relation to a Referral, an Alumni Advocate must:

- a) have successfully completed a University of Liverpool online programme (excluding Standalone Modules) and had their grades ratified at an exam board; and
- b) not have any outstanding tuition fee payments.

## 5. Friend

5.1 A Friend can be a friend, colleague or family member of the Advocate. To qualify for an Incentive in relation to a referral, the Friend must:

- a) enrol on a University of Liverpool online programme (excluding Standalone Modules)
- b) not currently be, or previously have been, enrolled on a University of Liverpool online programme; and
- c) must pass their first module; and
- d) must not have any outstanding tuition fee payments due.

## 6. Referral process

6.1 Eligibility for the Refer a Friend scheme requires the applicant to fill out the Refer a Friend section on the [online application form](#) during their programme application process.

## 7. The Incentive

7.1 The Incentive will be paid once the Friend successfully passes their first module and the grade has been ratified at an exam board.

7.2 The Incentive for the Student Advocate will represent a £500 GBP tuition fee reduction or payment. The Incentive will be applied in one of the following ways:

- a) If the Student Advocate has paid their tuition fee in full up front, the Incentive will be refunded to the Advocate's bank account via the original payment method.
- b) If the Advocate is paying their tuition fee in monthly instalments, the Incentive will be credited to the Advocate's student account thus reducing their remaining tuition fee due. The number of monthly instalments due and the final instalment amount will be adjusted

accordingly. If the incentive is greater than the remaining tuition fee balance due, the difference will be refunded to the Advocate's bank account via the original payment method.

- c) If the Advocate subsequently withdraws or is withdrawn prior to completion of their online programme, the Incentive will be held on the Advocate's student account for a maximum period of 12 months from the withdrawal date, after which time the Incentive will no longer be available.

7.3 The Incentive for the Alumni Advocate will be an Amazon voucher valued at £500 GBP. The Incentive will be awarded once the Friend successfully passes their first module and the grade has been ratified at an exam board.

7.4 The Incentive for the Friend will represent a £500 GBP tuition fee reduction. The Incentive will be payable once the Friend successfully passes their first module and the grade has been ratified at an exam board. The Incentive will be applied in one of the following ways:

- a) If the Friend has paid their full tuition fee up front, the Incentive will be refunded to the Friend's bank account via the original payment method.
- b) If the Friend is paying their tuition fee in monthly instalments, the Incentive will be credited to the Friend's student account thus reducing their remaining tuition fee due. The number of monthly instalments due and the final instalment amount will be adjusted accordingly. If the incentive is greater than the remaining tuition fee balance due, the difference will be refunded to the Friend's bank account via the original payment method.
- c) If the Friend subsequently withdraws or is withdrawn prior to completion of their online programme, the Incentive will be held on the Friend's student account for a maximum period of 12 months from the withdrawal date, after which time the Incentive will no longer be available.

7.5 We will not offer any other form of compensation in place of the Incentive.

## 8. Non-Eligible

8.1 Employees of any Kaplan entity and employees of the University of Liverpool (including honorary faculty) and their relatives are prohibited from participation as Advocates or Friends.

8.2 Advocates, and Friends who are employed by an organisation with whom Kaplan or the University of Liverpool has a corporate partnership are also excluded from participation.

## 9. False Information

9.1 Any party making false or misleading statements that result in misuse or misinterpretation of the product, benefits or features provided by Kaplan or the University of Liverpool will be cause for an immediate cancellation of, or ineligibility for, the Incentives offered under this agreement.

## 10. Termination

10.1 We reserve the right to terminate the refer a friend policy at any time. If a Friend meets the requirements of the policy after it has been terminated, the terms of the policy outlined in this document will not apply.

10.2 We reserve the right to limit, reject, or cancel referrals involving an Advocate or Friend who disregards these terms and conditions.