



## **UoB Student Referral Employee Benefit Scheme**

### **Background**

It is recognised that all members of the University community can participate in and assist with the recruiting of new students to the University and help prospective new students to find a match that suits them best.

Following on from a pilot scheme in 2018/19, the University is now offering employees a benefit to those who actively recommend and refer family members to be new students on to a university taught degree programme (at either the postgraduate or undergraduate level) at the University of Bolton campus (excluding programmes taught at one of our partner institutions).

### **Eligibility**

This Scheme is open to all employees at the University.

Note: Students who are referred and enrol on a programme via clearing are excluded from this Scheme.

### **Benefit**

Where family members (spouse, partner, child, sibling or parent) are referred by employees (to include relationship where the employee has a step family or guardian relationship) under this Scheme the student will receive a fee reduction of 20% per year - subject to satisfactory progress in the students' studies and the employee remaining in employment at the University. Only one fee reduction is to be awarded under this Scheme per referring employee per year.

### **Administration**

Employees at the University are required to apply for the benefit under this Scheme by providing the details outlined below to [HR@bolton.ac.uk](mailto:HR@bolton.ac.uk):

- Your Department;
- Employee Number;
- Name of Family Member;
- Date of Birth of Family Member;
- Programme of Study;

This information must be provided to HR by the referring employee prior to the student enrolling and by the 1 July each year. HR will check the employment status of those submitting an application under this Scheme.

The Invoicing team will then contact the student once enrolled in order to validate the referral and make the necessary administrative arrangements for the fee to be reduced.

### **Terms and Conditions**

Should an employee leave the University prior to the student completing their studies then the fees will be due in full at the next enrolment by the student.

Under this Scheme satisfactory progress is deemed to be the passing of all modules and completion of the year's studies.

The University reserves the right to change, amend or withdraw the Scheme at any time. Any decision made by the University would be final and there would be no right of appeal under the Scheme.

Employees are reminded that they must not engage in unethical practices with respect to this Scheme. The University reserves the right to take appropriate action against those who abuse this Scheme.

As this is a partial fee waiver Scheme the benefit will not be deemed to be a taxable benefit by HMRC.

### **Equality Check**

An Equality Check has been undertaken and no group is adversely affected compared to another by the Scheme.