HIS Student Referral Policy

2025 / 2026

1. Purpose

This policy is designed to incentivize and reward current HIS families who successfully refer new students to Hanoi International School (hereafter referred to as "HIS"). When a referred family enrolls their child(ren) at HIS, the referring family will receive a monetary reward in the form of a tuition discount, applied annually.

2. Referral Submission

To qualify for the referral reward, HIS accepts referrals through two methods:

- **Referring Parent**:
  Submit an email to the Admissions Department with the following information:
  - Your child(ren)'s names and grade levels
  - The names and intended grade levels of the child(ren) you are referring
- **New Family**:
  During the admissions application process, select the "Referral" option when prompted with the question, "How did you hear about HIS?" Then, enter the name of the referring family.

Note: Referrals must be submitted using the formats outlined above. Other methods of referral will not be accepted.

3. Referral Reward

HIS offers the following tuition discounts to families who successfully refer new students:

- **Refer 1 family**: $200 USD discount per academic year
- **Refer 2 or more families**: $300 USD discount per academic year
- **Maximum discount**: $500 USD per family, per academic year

4. Referral Reward Conditions

- The referred student(s) must successfully enroll, the first quarter fees must be paid in full, and the student must attend school for a minimum of six weeks before the reward will be processed.
- The referral reward will be applied as a tuition deduction on the referring family's invoice for the following term.
- If tuition for the current academic year has already been paid, the discount will be applied to the following year's tuition.
- Discounts are non-transferable and cannot be redeemed for cash.

5. Referral Deadline

To be eligible for the referral reward, the referral must be submitted **before** the new family's registration deposit is paid. Referrals submitted after this point will not be considered for the reward.

6. Data Privacy

All personal information provided during the referral process will be used solely for the administration of this policy and will be handled in accordance with HIS's data privacy policies, as well as applicable data protection laws.