



GIGGLESWICK SCHOOL

Refer a Friend Policy

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Reviewed by	Headmaster Bursar
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1 INTRODUCTION

Giggleswick School ("the School") values the trust and confidence placed in it by its parent and staff community. The Refer a Friend Scheme is designed to recognise and reward current parents and members of staff who recommend the School to prospective families. This policy outlines the criteria, process and conditions under which a referral reward may be granted.

2. ELIGIBILITY CRITERIA

To qualify for the Refer a Friend Scheme, the following criteria must be met:

- The referred pupil must enrol and attend the School for a minimum of two full terms.
- The scheme is available to UK-based prospective families only.
- The referral must relate to a new family with no prior formal engagement with the School through other channels.
- The reward is one remittance per family, regardless of the number of children enrolled.

The scheme is open to:

- Current parents of the School
- Current members of staff

3. REFERRAL PROCESS

The Refer a Friend form on our school website must be completed by the applying family prior to registering and paying for a place. Referrals submitted after registration and payment of fees will not be eligible for the scheme.

Self-referrals are not permitted.

The referral must be declared at the point of application and cannot be applied retrospectively.

The Admissions Office will:

- Review all referrals
- Confirm eligibility once the family has **accepted their place and paid the deposit**
- Provide an indicative timeline for reward payment

4. REMITTANCE AND PAYMENT

4. Remittance and Payment

- A successful referral will result in a reward issued as follows:
 - **£500 for Senior School entry (Years 7–13)**
 - **£250 for Prep School entry (Reception – Year 6)**
- For families enrolling multiple children, only one referral reward per family will be issued.
 - The reward will be paid at the rate applicable to the oldest child enrolled
- The reward will be issued as follows:
 - Parents: Who are not staff will receive fee remittance applied to the school account
 - Staff: Paid via payroll (subject to applicable deductions)
- The reward will be issued:
 - After the referred pupil has completed one full term at the School

- Provided all eligibility criteria continue to be met

5. EXCLUSIONS

The Refer a Friend Scheme does not apply in the following circumstances:

- Where the referred family is introduced via a third-party agent or where agent fees are payable
- Where the referral form is not completed by the applying family
- Where the referral is submitted after the application process has begun
- Where the pupil withdraws before completing the required two-term minimum attendance expectation

The School reserves the right to withhold or withdraw the reward if any part of the process is found not to comply with this policy.

6. ADMINISTRATION & REVIEW

All referrals are subject to approval by the Admissions Office.

The School reserves the right to:

- Amend or withdraw the scheme at any time
- Refuse a referral where the criteria are not clearly met

Decisions made by the School regarding eligibility and payment are final.