

## Parental Referral Programme for new Admissions: Terms and Conditions

Leicester High School for Girls ("LHS" or "We") offers current parents ("Referrer" or "You") the opportunity to participate in its referral programme (the "Programme"). We reserve the right to amend or terminate the Programme at any time, for any reason. The Programme is administered by LHS.

Referrers are bound by these Terms and Conditions by participating in the Programme. By participating in the Programme, Referrers agree to use the Programme in the manner specified in these Terms and Conditions. If you do not agree to these Terms and Conditions in their entirety, you are not authorised to register as a Referrer or to participate in the Programme in any other manner. Referrers may not participate in the Programme where doing so would be prohibited by any applicable law or regulations.

We reserve the right to modify or amend at any time these Terms and Conditions and/or the methods through which rewards are earned. We reserve the right to disqualify any Referrers from participation in the Programme at any time at our sole discretion, including without limitation if they do not comply with any of these Terms and Conditions or otherwise fails to comply with any applicable laws.

### Children.

No part of the programme is directed to persons under the age of 18. IF YOU ARE UNDER 18 YEARS OF AGE, YOU MAY NOT USE, ACCESS OR PARTICIPATE IN THE PROGRAMME AT ANY TIME OR IN ANY MANNER.

## I. How the Program Works

### A. Programme Participation, Generally

1. To participate in the Program, Referrers should email [bursar@leicesterhigh.co.uk](mailto:bursar@leicesterhigh.co.uk) and provide the following information: A: Their full name, B: Their daughter's full name C: Their daughter's year group B: The full name of the new parent they are referring C: Their daughter's full name D: The new parent's contact details E: The year group they are interested in
2. An "Eligible" Referrer who is fully compliant with these Terms and Conditions may receive "Reward(s)" for every "Qualified Referral" (all terms in quotes to be understood as defined below).
3. The family being referred becomes a 'Friend'.
4. By participating in the Programme, a Referrer represents that he or she has her Friends' prior consent to provide their contact information.

### B. Eligible Referrer

5. To be "Eligible," a Referrer must:
6. Be a legal resident of the UK; and
7. Be at least 18 years old.
8. A parent or legal guardian of a current LHS pupil who has been studying with LHS for 12 months or more
9. Up to date with their current school fees

### C. Making a Referral

10. A Referrer must email [bursar@leicesterhigh.co.uk](mailto:bursar@leicesterhigh.co.uk) to make a referral. Once a Referrer refers a Friend, he/she will be provided with a confirmation email, and will be contacted if a Qualified Referral is made by the referred Friend within 12 months.

11. Referrers must respect the spirit of the Programme by only referring real individuals who meet the requirements of these Terms and Conditions. Referrers cannot refer themselves. For example, a Referrer may not participate in the Programme using multiple or fake email addresses or identities.

#### D. Qualified Referrals

12. A “Qualified Referral” means that all the following conditions are met:
13. The Friend does not currently have a daughter studying at LHS
14. The Referral comes before the Friend makes contact with us with a view to their daughter joining LHS. Previous contact will be checked via the School’s SIMS system.
15. Referrals can be made for any intake year (excluding Year 11 and Year 13 where we do not accept new pupils).
16. The Friend completes the registration of their daughter as a full-time student at LHS, naming the referrer on the Registration Form, the pupil starts at the School and completes two terms of the academic year and is registered and has paid for the third term.

16.b If you are referring a pupil to join the Foundation Class on a part-time basis, the referral fee remission will **not** be awarded until the child has joined the Reception Class on a full-time basis.

17. The Friend is a) a legal resident of the UK and b) at least 18 years old; and
18. Only one Qualified Referral can be earned for each Friend, up to a maximum of five Friends per academic year, unless otherwise allowed by LHS. Any additional or subsequent registrations made by a Friend will not be considered Qualified Referrals and thus not be entitled to the benefits of Qualified Referrals.

#### E. Earning Rewards

19. Referrer shall receive one (1) reward (each, a “Reward”) in the following form for each verified Qualified Referral generated by Referrer:
20. This reward will be in the form of a one-off £1000 fee remission for their own child, or their eldest daughter if they have more than one studying with LHS. The following conditions apply:
21. If the Referrer currently receives fee remission (eg from scholarships, bursaries etc) of 50% or more, the referral fee remission will be reduced to £500.
22. If the Qualified Referral is awarded fee remission (eg from scholarships, bursaries etc) of 50% or more, the referral fee remission will be reduced to £500. The School reserves the right not to disclose the details of the type or amount of fee remission received by the Qualified Referral to the Referrer.
23. A maximum of 5 Rewards may be earned by Referrer per calendar year for Qualified Referrals. Any additional or subsequent referrals made by a Referrer will not be considered Qualified Referrals and thus not be entitled to the Reward, unless otherwise allowed by LHS.

#### F. Verified Qualified Referrals

24. Rewards are subject to verification. LHS may delay a Reward for the purposes of investigation. LHS may also refuse to verify and process any transaction LHS deems, in its sole discretion, to be fraudulent, suspicious, in violation of these Terms and Conditions, or believes will impose potential liability on LHS, its subsidiaries, affiliates or any of their respective officers, directors,

employees, representatives and agents. All of LHS's decisions are final and binding, including decisions as to whether a Qualified Referral, or Reward is verified.

#### G. Transfer and Value of Credit and Rewards

25. Rewards can only be taken in the form of LHS fee remission and may not be redeemed for cash. Rewards are not transferable and may not be auctioned, traded, bartered or sold. Upon termination of the referral program or any portion thereof for any reason, any unredeemed Rewards that have not yet been delivered to Referrer are forfeited.

**Policy Correct as of December 2022**