



Referral Scheme

Introducing the **ProEd Referral Scheme**, our new initiative to recognise and reward agencies, students, and families who refer new learners to us. This policy is a token of appreciation for those who extend our community by bringing in new enrolments. It offers tangible incentives for each successful referral, fostering a connected and supportive learning environment.

Category	Definition	Commission Rate for Agent	Incentive
Primary Student Enrolments	Directly recruited by partner agencies	20% (standard rate)	£100 discount for each Secondary student successfully referred
Secondary Student Enrolments	Referred by Primary students to ProEd - capped at 3 referrals	10%	£100 discount offered to both Primary & Secondary students
Tertiary Student Enrolments	Referred by Secondary students	0%	£100 discount offered to both Secondary & Tertiary Students

Expanded Scheme Overview

Year-Round Refer a Friend Scheme:

- A continuous referral scheme that allows Primary students to refer friends (Secondary students) throughout the year. Secondary student can add Primary student's name during enrolment process.
- Discounts for both Primary and Secondary Students:
 - Both Primary and Secondary students receive a £100 discount upon successful referral and enrolment.

Note: Please note that commissions are not available for Tertiary Referrals. This means that if a Secondary referral (someone referred by a primary student) refers another student to enrol in a course, you will not receive a commission for this third-level referral. Additionally, the referral benefits and commissions are capped for each primary student. Agents will receive commission for the first three referrals only.

Agent-Specific Codes for Exhibitions:

- During events, agents can distribute specific codes to potential students.
- Students can use these codes to redeem their £100 discount. **This only applies are pre-approved events (on request).**
- These codes help identify the agent responsible for the referral, ensuring they receive the standard commission.

