

COLLEGE OF INTEGRATED CHINESE MEDICINE PRACTITIONER/SUPPORTER REFERRAL PROGRAMME POLICY

Introduction

The purpose of this scheme is to recognise and reward practitioners and supporters who share their experiences and benefits of undertaking study at the College of Integrated Chinese Medicine (CICM) with people they know (i.e. patients, family, friends, or colleagues). By encouraging and supporting a prospective student to enrol at CICM, the referrer will be able to receive a financial reward.

This policy sets forth the circumstances under which Practitioners/Supporters may be compensated financially for referring new students to CICM who subsequently enrol in the CICM BSc degree course in Acupuncture & Chinese Medicine. The policy will outline the expectations of all parties involved in this scheme, the terms and conditions and the process.

How it works

1. By using or participating in this Practitioner/Supporter Referral Programme, the Practitioner/Supporter, known as the 'referrer' is bound by these terms and conditions and indicates their agreement to them. By participating, the referrer agrees that all of CICM's decisions are final and binding.

2. Under the CICM Practitioner/Supporter Referral Policy the following people can make referrals:

- Any graduate of CICM's BSc degree course (or equivalent)
- Any Practitioner or Supporter of CICM

3. The Practitioner/Supporter Referral Programme only applies to programmes directly taught by CICM. CICM will permit an unlimited number of referrals **but only one person is named as Referrer in each application**

4. The new student/person being referred must comply with the following conditions:

- Submit an application and include the full name of their referrer (one only)
- Successfully complete initial admissions assessment
- Enrol onto the BSc Degree in Acupuncture & Chinese Medicine programme of study.
- Have paid their enrolment fees or completed the necessary arrangements to ensure that the Student Loan Company pays the fee.

5. The referrer will only receive payment vouchers for each new student referred, provided:

- The referrer must ensure that the new student includes the Referrer's full name (and former Student ID if applicable) so CICM can identify where the referral originated from
- The referred student has successfully enrolled onto their programme
- Successfully completed initial admissions assessment

- The referred student provides their (one) referrer's full name (and former Student ID if possible) at the time of application.
- CICM receives the enrolment fee and/or the first instalment of the referred student's tuition fees.
- Referrers will then be contacted by CICM if they qualify for the award and have fulfilled the Terms and Conditions outlined in this policy
- Please note: No payment will be made if any tuition fees are in arrears for either the referrer or the new student

Effective Date

Effective for all referrals from 1st December 2024

CICM voucher

- The Referrer will receive a CICM voucher to the value of £200 from the Finance Manager which can be used to pay for CICM CPD fees, treatment at the CICM Practitioner clinic, books, and merchandise.
- Each voucher will be valid for 12 months from date of issue.

CICM will try to complete the issue of vouchers within two (2) months of the referral/new student's enrolment, this might not always be achievable depending on the number of claims. If their payment is not made by the deadline, referrers are recommended to email the Finance Manager for an update.

Changes to the Practitioner/Supporter Referral Scheme

CICM reserves the right to change the format of the Practitioner/Supporter referral programme, amend the terms and conditions or withdraw the scheme at any time, and without prior notification.

Governing Law

Any disputes or claim arising out of or in connection with these conditions or their subject matter shall be governed in accordance with the law of England and Wales.

Data Protection Guidelines

In order to perform its obligations, CICM must collect, store, and manage personal information about its referrer, current and potential students.

CICM is dedicated to fully adhering to all applicable data protection legislation, including the UK's General Data Protection Regulation and the Data Protection Act of 2018. Please refer to the Privacy notices on the CICM website