



FORMISSION

Referrals Policy 2023-24

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Referrals Policy 2023-24

This policy explains the ‘**Referral Fee**’ and the circumstances in which a ‘**Referrer**’ will be eligible to receive it from the College.

1. The Referral Fee is a payment made by ForMission College in recognition of efforts made by an individual (Referrer) to recruit students to one of ForMission’s validated courses (listed below).
2. A Referrer would typically be a current or former student of ForMission College, though at the discretion of the Admissions Manager and Senior Management Team, other types of Referrers may be considered eligible.
3. A Referrer should encourage applicants to make an informed decision about applying to ForMission, e.g. through reading the College’s Prospectus and/or visiting its website.
4. This policy applies to applicants who are accepted onto any of the following ForMission courses: BA in Theology, Mission and Ministry (including Foundation Year); BA in Theology, Mission and Youth Ministry (including Foundation Year); MA Missional Leadership (including any of the specialist pathways).
5. This policy applies to applicants to any of the following ForMission hubs: Manchester; Birmingham; London; Online; Reign Hub; Kingdom Faith Hub.
6. A dual process of confirmation is required: (i) the Referrer must inform the College about the person (applicant) they are referring, by emailing admissions@formission.org.uk; and (ii) the applicant must mention on their application form the name of the person who referred them.
7. A referred applicant must, as with any applicant, satisfy the entry requirements for the course they have applied for. Entry requirements can be found on the College’s website: <https://formission.org.uk/ba-entry-requirements/> (BA) and <https://formission.org.uk/ma-entryrequirements/> (MA).
8. If a referred applicant is not accepted onto a course, no Referral Fee will be paid.
9. If a referred applicant is accepted onto a course and commences studying with ForMission College, a one-off payment of **£250** (Referral Fee) will be made to the Referrer.
10. The referred applicant will not receive a Referral Fee or other payment from the College.
11. Only one person may receive a Referral Fee for each recruited student. Should more than one person claim a Referral Fee in relation to an accepted applicant, the applicant will confirm which individual is their Referrer.
12. The one-off Referral Fee will be paid approximately **one month** after the referred student commences their course, e.g. in mid-October for a BA student who starts in mid-September. However, if an accepted applicant does not engage with their course, e.g. does not attend any classes, they may be formally withdrawn from their course and, in such circumstances, no Referral Fee will be paid.

13. Referrers may refer more than one person to the College; there is no limit to the number of people they may refer (and therefore no limit to the number of Referral Fees they could receive).
14. In order to avoid conflicts of interest, a person who is paid as an applicant's Referrer will not be eligible to provide a reference in support of that person's application.
15. This policy, and the specific amount paid as a Referral Fee, will be reviewed annually by the College's Senior Management Team.
16. Any enquiries about this policy, or about the application process in general, should be addressed to the Admissions Manager at admissions@formission.org.uk.