Student Referral Scheme Policy

Version 5.0

Approved by the Board of Governors

Last Amendment: October 2026

The following sets out how the School manages the Student Referral Scheme.

This Student Referral Scheme provides a financial incentive to former and current students at the London School of Science and Technology (LSST) to refer their friends, relatives, family, and colleagues to study at LSST.

DOCUMENT INFORMATION

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*The document owner is responsible for maintaining and updating the content of this document and ensuring that it reflects current practice at the School.

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1. INTRODUCTION

1.1. The purpose of this Scheme is to recognise and reward alumni and current students who share their experiences and benefits of undertaking study at the London School of Science and Technology (LSST) with people they know (i.e., family, friends or colleagues). By encouraging and supporting a prospective student to enrol at LSST, the referrer will be able to receive a financial reward.

1.2. This policy sets forth the circumstances under which current students and graduates may be compensated financially for referring new students to LSST who subsequently enrol in any of LSST's programmes. The policy will outline the expectations of all parties involved in this scheme, the terms and conditions and the process.

2. CLASSIFICATION

2.1. 'Referrer' is the term used for an individual who refers a friend, colleague or family member ("Referred Student") to LSST.

2.2. "Referral" is the term used for the act of referring a student to LSST.

3. REFERRAL SCHEME PROCESS

3.1. Referrers must inform their friend, colleague, or family members of LSST and share the course details with them.

3.2. Referrers must ask the Referred Student to complete the School's application form which can be found at: https://online.lsst.ac

3.3. Referred Students must state the Referrer's full name and Student ID number on the application form.

3.4. Referred Students will be contacted by the Admissions team to complete the Admissions processes.

3.5. Referrers will then be contacted by LSST if they qualify for the award and have fulfilled the Terms and Conditions outlined in Section 4.

4. TERMS AND CONDITIONS

4.1. The current student, who is known as the "referrer," agrees to these terms and conditions by taking part in the Student Referral Scheme. The referrer agrees that all LSST decisions are final and binding by taking part.

4.2. The scheme is open to current students, alumni, and prospective students of LSST only. This scheme is not open to LSST's employees or their immediate families.

4.3. The “referrer” must be a current or former student of LSST with no outstanding course fees.

4.4. The Referral Scheme entitles you to £500 per referral payable as a gift voucher (Amazon or Love2Shop). This amount is not negotiable.

4.5. The voucher provider will be either Amazon or Love2Shop. The provider may vary depending on the intake.

4.6. London School of Science and Technology (LSST) only permits a maximum of five successful referrals per intake.

4.7. The “referrer” will only receive a gift voucher for each new student referred, provided that:

- The "referrer" name and Student ID number be included in the “Referred Student” application form.
- LSST must have received the first payment of fees from the “Referred Student”.
- The “Referred Student” is fully registered in the program and has completed their first semester.
- The “referrer” has successfully completed the claim form.

4.8. At the end of the first academic term/semester, the referred student must not be indebted to LSST in any way whatsoever or subject to disciplinary procedure(s) including academic matters.

4.9. LSST expects that all referrers conduct themselves in an honest and respectful manner towards LSST staff. Any “referrer” found to not do this may be excluded from the scheme resulting in no payments being made.

5. THE PROCESS OF PAYMENT

5.1. The “referrer” is entitled to a £500 gift voucher (Amazon or Love2Shop) per referral payable for each new student if all the conditions set out in section 4 are satisfied.

5.2. Voucher(s) provided under this scheme is subjected to HMRC PAYE income tax and national insurance deductions. It is the responsibility of the "referrer" to declare such earnings to the HMRC.

5.3. Voucher(s) will be issued approximately five months after referral. Timescales vary depending on the course being studied.

5.4. The LSST Referral Team will only issue the voucher to the person named as the referrer, and their details will be confirmed ahead of payment. The referrer will be notified before the voucher is issued.

5.5. The LSST Referral Team will communicate with all eligible referrers only. All referrers will be expected to complete a claim form.

5.6. Once the referrer has provided the completed claim form, the LSST Referral Team will acknowledge the completed claim form. From the date of this acknowledgment, the voucher will normally be available for collection within 30 working days. Please note that the chosen voucher provider may have their own processing timelines and conditions, which could affect when the voucher is received or redeemed. LSST cannot accept responsibility for any delays caused by the voucher provider.

5.7. Vouchers must be collected in person from an LSST campus, typically the campus at which the referrer is enrolled. Upon collection, the referrer will be required to sign a confirmation form before the voucher is issued.

6. REFERRAL SCHEME CHANGES

6.1. LSST reserves the right to alter the terms and conditions of the scheme at any point.

6.2. All participants of this scheme will be notified of any changes via the LSST website: https://lsst.ac/refer

7. GOVERNING LAW

7.1. Any disagreement or claim arising out of or relating to these terms, their content, or their formation (including non-contractual disagreements or claims) shall be governed by and interpreted in accordance with England and Wales.

8. DATA PROTECTION GUIDELINES

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

8.2. LSST 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. For the majority of the personal data it handles, LSST acts as a controller (UK GDPR).

VERSION HISTORY

Version	**1.0**	
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Version	**2**	
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